The Uncatalog

1985-86

West Georgia College

The Uncatalog

1985-86 Student Guide to West Georgia College

The contents of this student handbook are current as of the date of publication. Policies, regulations, programs and costs do change, however, and any revisions of such will supersede the contents of this book and will be broadly published to the college community.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergency from or conflict with the Bylaws or Policies of the Board of Regents the official Bylaws and Policies of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to insure accuracy of the material stated herein, the College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs, and Deans of Schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

West Georgia College is in compliance with Title VI of the Civil Rights Act of 1964 and all other applicable federal and state regulations. This means that we don't discriminate on the basis of race, color, creed, national origin, religion, sex, age, or handicap, including disabled and Vietnam "Era" veterans.

The McIntosh Memorial, a granite block resembling narrow doorsteps, is the official logo of West Georgia College. The memorial came to the campus from the McIntosh Reserve located south of Carrollton. Chief William McIntosh had a large granite stone hewn into steps for his visitors to mount their horses when visiting his home and guest house.

McIntosh was chief of the Creek Indian nation in the early 1800's and rose to the rank of brigadier general in the American army under his friend General Andrew Jackson. The nearly 200-year old granite rock from which West Georgia College's new logo was designed has been on the campus since 1916 when it was moved from the McIntosh reserve and used as the cornerstone in a girls' dormitory. It now rests in a park located on Front Campus Drive.

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for Student Services, Summer 1985
West Georgia College
Carrollton, Georgia 30118

A Unit of the University System of Georgia

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

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Welcome

Dear Students of West Georgia College:

Each fall quarter at West Georgia College is a time of renewal. Whether you are a new student or a returning student, your experiences at the College should contribute to a broader frame of reference. Hopefully, your involvements in the classroom and in campus life will provide you with new insights, clearer perceptions, and renewed convictions which can only come about from relating to the people and challenges to be encountered. Welcome to West Georgia College for Fall Quarter, 1985. Accept its challenges and be rewarded for the experiences you will have.

Sincerely,

Maurice K. Townsend
President

Dear West Georgia College Student:

On behalf of the Student Government Association and the student body of West Georgia College, I would like to welcome you to the finest four-year institution of higher education in Georgia. At no other college will you find the spirit of cooperation more evident among students, faculty, and administration than at West Georgia College.

As you continue your higher education, remember that the sum total of your experience is not just textbooks and classrooms, but people as well. Those interactions with professors and other students, particularly evident at this institution, can enhance your knowledge and broaden your horizons further than you dream possible.

I wish you the best of luck in your future at West Georgia.

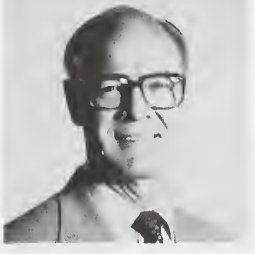
Sincerely,

Gene Winters, President
Student Government Association

Dr. Maurice K. Townsend
President

Dr. John T. Lewis
Vice President and Dean of Faculties

Dr. Bruce Lyon
Vice President of Student Services



Mr. Kenneth Batchelor
Vice President of Business and Finance

Gene Winters
Student Government President

Academic Calendar 1985-86

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Fall Quarter, 1985

September 22	Residence Halls Open
September 22-24	Orientation for New Students
September 24	Registration
September 26	Classes Begin
September 25-27	Add/Drop and Late Registration
October 4	Last Day to Apply for December Graduation
October 8	Last Day to Withdraw from a Course with an Automatic Grade of W
October 29	Last Day to Withdraw from a Course with a Grade of W, if Passing
November 27-29	Thanksgiving Recess (Offices Closed November 28-29)
December 6	Last Day of Classes
December 9-13	Examinations
December 15	Graduation
December 14 - January 1	Christmas Recess
December 23-29	Offices Closed

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Winter Quarter, 1986

January 1	Holiday—Offices closed
January 1	Residence Halls Open
January 2-3	Orientation for New Students
January 3	Registration
January 6	Classes Begin
January 6-8	Add/Drop and Late Registration
January 10	Last Day to Apply for March Graduation
January 11	A scheduled class day - Saturday
January 16	Last Day to Withdraw from a Course with an Automatic Grade of W
January 20	M. L. King Holiday (offices closed)
February 4	Last Day to Withdraw from a Course with a Grade of W, if Passing
March 11	Last Day of Classes
March 12-15	Examinations
March 16	Graduation
March 16-23	Spring Recess

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Spring Quarter, 1986

March 23	Residence Halls Open
March 24-25	Orientation for New Students
March 25	Registration
March 26	Classes Begin
March 26-28	Add/Drop and Late Registration
April 4	Last Day to Apply for June Graduation
April 8	Last Day to Withdraw from a Course with an Automatic Grade of W
April 28	Last Day to Withdraw from a Course with a Grade of W, if Passing
May 30	Last Day of Classes
June 2-6	Examinations
June 8	Graduation

JUNE

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Summer Quarter, 1986

June 15	Residence Halls Open
June 16-17	Orientation for New Students
June 17	Registration
June 18	Classes Begin
June 18-20	Add/Drop and Late Registration
June 27	Last Day to Apply for August Graduation
July 1	Last Day to Withdraw from a Course with an Automatic Grade of W, (for Classes Meeting throughout the Quarter)
July 4	Holiday (Offices Closed)
July 16	Last Day to Withdraw from a Course with a Grade of W, if Passing (for Classes Meeting throughout the Quarter)
August 15	Last Day of Classes
August 18-22	Examinations
August 24	Graduation

Academics

Departments and Professors

Most students quickly become familiar with the classroom buildings as they find their way to classes and labs, but they may be less aware of how to find faculty and departmental offices. Printed in the directory section of this handbook are the building and room number, telephone number, and chairman's name for each academic department on campus.

Usually, other faculty offices within the department will be located in the same building and general vicinity as the departmental office, but there are some exceptions. Inquire in the departmental office about the location of a specific faculty member's office if you have difficulty finding it.

Dr. Richard Dangle
Dean, School of Arts and Sciences

Dr. David Hovey
Dean, School of Business

Dr. Evelyn Fulbright
Dean, School of Education

Dr. Ben Griffith
Dean, Graduate School

Normally, faculty members post on their office doors regular hours when they are available to see students, and most are willing to schedule additional times if the student is unable to come by during the posted hours. **You should feel free to contact faculty members in their offices to discuss your progress, any particular problems you're having in one of their classes, your concerns about career and professional plans, or any matters of mutual concern.** In 99 cases out of 100, you will find faculty members to be cordial, concerned and helpful.

Quarters and Credit Hours

West Georgia is on the quarter system with the calendar year divided into four approximately equal blocks of time—the fall, winter, spring and summer quarters. A normal academic year of study consists of three quarters, but many students attend college year round or take breaks from school during other quarters than the summer.

The credit value of a course is determined by the number of hours it meets each week. For example, a course with five 1-hour lecture sessions per week is a 5-quarter-hour course. As a rule of thumb in accounting for credit hours, it takes two hours of laboratory to equal one hour of lecture, as is the case with a 5-hour science course which has three 1-hour lectures and two 2-hour labs each week.

A full course load is considered to be 12 or more hours, but since most of the classes at West Georgia are worth 5 credit hours, people usually take 15 hours (three courses) or more per quarter. **A typical freshman or sophomore course load consists of three 5-hour courses plus physical education.** Therefore, in one academic year of 3 quarters a student will normally earn 45 credit hours, plus physical education credits.

The Catalog

The West Georgia College *Bulletin* or catalog contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and many more essential items of information for the successful student. It is a very important book to have, study and follow. **If you don't already own a current copy of the *Bulletin*, you should get one now.**

The Admissions Office gives one free copy to each

With over 1,000 individual course offerings, 70 or more undergraduate programs of study, and almost 300 teaching faculty, a student at West Georgia has a wide variety of learning experiences from which to choose. The faculty, whose members come from across the nation and around the world, is among the best anywhere, with approximately three-fourths of its members holding doctoral degrees in their fields.

new student, but if you've already received one, you'll need to purchase your next one in the bookstore. New students should keep a copy of this year's catalog for reference during their entire stay at West Georgia. Those restless nights, it's guaranteed to put you to sleep when nothing else will!

Attending Class

Best advice: Attend class regularly, but be sure to attend the first two class days each quarter. If there's a waiting list for a class and students don't attend the first two days and haven't been in touch with the professor to explain why, they may be dropped to make room for others who need it. **Since classes and professors differ greatly, you should be certain you understand the attendance requirements for each course you're taking.** Some profs lower grades for excessive absences, and they may even drop a student who cuts frequently.

Academic Advisement

Each student is assigned a faculty member to assist in planning his/her academic program. Freshmen and sophomores and all business majors must see their advisors and obtain their signature on a registration form before completing registration each quarter. The Admissions Office notifies new students of the names of their advisors.

Should you experience difficulty in locating your advisor, ask for assistance from the office of the academic department to which your advisor belongs. A directory of academic departments is given later in this handbook, and the location by building of all academic advisors is published in the quarterly *Schedule of Classes*.

Registration for Classes

Registration for classes is the quarterly process of seeing your faculty advisor, selecting the courses you wish to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure and paying fees. The quarterly *Schedule of Classes* lists all courses being offered and gives step-by-step instructions for completing all registration procedures.

Students in good standing may register early in a more leisurely fashion or on the afternoon before classes begin each quarter along with several thousand others. **Early registration is definitely recommended for a better selection of classes, more freedom in obtaining the schedule you want, less hassle in general, and little or no waiting in lines.**

Students occasionally do not obtain their desired class schedule during early registration. If this occurs, you may notify the Registrar's Office by the announced deadline to cancel this schedule so that you can register the day before classes begin, or you may choose to keep this schedule and make adjustments and additions to it during the Add/Drop period the first three class days each quarter. **No student, however, who has a schedule of classes from early registration is allowed in the registration arena at regular registration when other students are attempting to register for the first time.**

See the *Schedule of Classes* for complete details on how to register, early register, and pay fees, and go by or call the Registrar's Office (834-1414, campus ext. 414) for answers to particular questions.

Add/Drop

You may change your class schedule or register late during the first three days of class each quarter, but

Financial Aid

Carol Ferling
M.J. Holmes,
Director
Willene Wilson

DEVELOPMENTAL STUDIES

Some students accepted to West Georgia are required to enroll in one or more Developmental Studies courses before entering an academic major. Charles Wilson coordinates these courses and advises Developmental Studies students about their programs of study. Go to see him if you have questions about Developmental Studies. Office in Mandeville Hall.

Charles Wilson
Developmental Studies Coordinator

this is not a particularly easy thing to do. This is a critical time of the quarter, and the process of getting approval to enter classes late is fairly complicated. The student must go to each academic department affected to obtain approval for whatever change is being made in the schedule before turning in to the Registrar's staff the appropriate drop or add forms. A late fee of $15 is charged anyone who waits until these three days to register or who has early registered but fails to pay fees before this time.

Withdrawals from Class

After the first three days of class, if a student must "drop" or withdraw from a class, this course will remain on the student's record for the quarter, and a symbol of *W,* indicating withdrawal without penalty, or a grade of *WF,* indicating the student was failing at the time of withdrawal, will be entered on the record. **The first ten class days each quarter are a sort of grace period, and the student who withdraws during this time automatically receives a *W* for the course.** After that time, however, and until the midpoint of the quarter, the professor may assign a *W* or *WF,* depending upon the work the student has done in the class up to the time of withdrawal. After the midpoint of the quarter, the grade of *WF* is automatically assigned unless the School Dean approves an exception based on unusual or emergency circumstances beyond the student's control. At any rate, be certain to withdraw officially if you cannot complete a course.

Withdrawals from School

In case you find you must completely withdraw from college during the course of a quarter, contact the Registrar's Office in Mandeville Hall (telephone 834-1414, campus ext. 414). If your reason for leaving is lack of funds, check with the Financial Aid Office in Mandeville Hall first. They may be able to help.

Regardless, you cannot officially withdraw without talking with someone in the Registrar's Office. At that time you'll be given further instructions for completing the withdrawal process. Who knows? You might even be due a refund. (The undergraduate catalog explains the refund policy in detail.)

Nalda Marlow
Bonnie Stevens
Dr. Gordon Finnie,
Registrar
Registrar's Office

Staying in School

Here's hoping it will never happen to you, but those whose academic performance falls below standards prescribed in the catalog are placed on "Academic Warning" or "Probation," or they may receive notice of "Suspension" or "Dismissal." See your catalog (Undergraduate Academic Policies) for complete information on requirements for staying in good academic standing.

By all means, if you realize you are getting behind in your work or are having problems studying, ask for assistance. The first person to turn to is your professor in a particular course, but you may also want to talk with your faculty advisor. You should also pay a visit to the Student Development Center in Mandeville Hall. Here you will find free tutorial assistance through the S.O.S. (Sink or Swim) tutorial service, computerized assistance in building study skills, and professional counselors who may be able to help you individually or in a small group to develop better study skills and habits.

Changing Majors

It's not unusual for students to change their majors several times during their college careers. **If you entered WGC with an "undecided" major and now want to declare a major, or if you simply want to make a change, the procedure is simple:** Go to the office of the academic department which offers the major you want and obtain a change-of-major form. Complete the steps indicated on the form and turn it in to the Registrar's Office for processing. You will be reassigned to a faculty advisor in your new area of study, but because these new assignments are processed only during certain times of the quarter, you may experience a delay of several weeks before your name shows up on the new department's list of majors.

The Academic Record or Transcript

The Registrar's Office maintains permanently for every student who has ever been enrolled at West Georgia an academic record card listing personally identifying information about the student, every

Pat Hughes
Coordinator of Testing

TESTING

If life seems to be one big test, guess what? Tests don't stop at college. Pat Hughes is in charge of administering many of the tests required of all college students, such as the S.A.T., G.R.E., and the Regents Test. She also maintains CLEP and G.E.D. testing programs. You have to take a test to get into college and to get out of college. Pat Hughes may be one of the first and last people you'll see at WGC. Office in Mandeville Hall.

course the student has taken and the grade earned, quarterly and cumulative grade point averages, and a few special notations such as Developmental Studies requirements, withdrawal dates, graduation requirements met, degrees earned, etc. This record is commonly known as a "transcript," and it is a copy of this permanent record which is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent.

You have the right to review your educational records maintained by West Georgia, except for certain types of confidential information which are defined by law and by institutional regulations. For a listing of what records are kept where and by whom and a full explanation of how to review these records, see Appendix G in this handbook. You'll also find in this section how to "challenge the content" of your records as well as safeguards built into the record-keeping system to assure the privacy and confidentiality of your records.

Appeals

If, after getting your grades, you're not satisfied with them and believe that the instructor made a mistake with yours, go to the instructor immediately. It may have been a simple clerical error. If there is a dispute, try and work it out with the instructor. If that fails, see the department chairman and, if necessary, the school dean. After following these steps, if you are not able to resolve the issue, you may appeal the grade to a faculty committee. See Appendix D for details of the appeals procedure.

Likewise, a student who has been academically dismissed from college may appeal to be readmitted through a sub-committee of the Faculty Senate. This appeal must be initiated in writing by the student through the Office of the Vice President and Dean of Faculties. See Appendix E for detailed procedures.

Academic Requirements for Receiving Financial Aid

In order to receive financial aid at West Georgia, students must be in good academic standing and must be making satisfactory progress towards their educational objectives. Any student placed on "probation" by the Office of Vice President and Dean of Faculties runs the risk of losing certain types of financial assistance because of this academic difficulty. These students are monitored closely, and if they do not make at least a 2.0 or C average during their probationary enrollment, they lose their eligibility to receive certain funds.

In order to be eligible for financial aid the following year, students must complete with passing grades at least 60% of all hours for which they register in a given year. This regulation is in part directed towards students who tend to withdraw regularly from courses, thereby prolonging their programs of study.

In addition, there is a limit on the total number of hours for which students may receive financial aid. All programs of study have specified course requirements and total number of hours for completion, and after the student has attempted a pre-determined number of hours in a degree program, s/he simply may not receive additional financial assistance from certain aid programs.

See Appendix F for specific details of how all these policies may apply to you. If you have questions about them, contact the Financial Aid Office in Mandeville Hall (telephone 834-1265, campus extension 265).

EVENING STUDIES

Mr. Andy Davis is Coordinator of Evening Studies. As his title indicates, classes are available from 5:30 until 10 p.m. for students who have family or career responsibilities and cannot attend daytime classes. Evening students may fulfill bachelor degree requirements in four disciplines or earn an associate degree in criminal justice. In addition graduate students may pursue studies in several academic departments.

Andy Davis,
Coordinator
Evening Studies

Services for Students

THE STUDENT CENTER

The Student Center is the big round building in the center of campus on Brumbelow Street. It's the focal point of activity for many student services, organizations, and functions. Read on for details.

Auxiliary Enterprises—The Auxiliary Enterprises Office is in the back of the bookstore on the top floor of the Student Center. This is where you'll go to have your I.D. card validated as a meal ticket if you buy a meal plan. Auxiliary Enterprises personnel also handle refrigerator rentals and vending machine refunds. Hours are 8:00 a.m. to 5:00 p.m. Monday-Friday.

Dr. Jimmy Stokes
Director, Auxiliary Services

W.H. Smith
Associate Dean of Student Services

Tom Martin, *Director*
Patricia Causey
Peggy McHugh
Residence Life Office

Sheila Walls
Dr. Mary Miles, *Director*
Doug Almon
Mary Wessinger
Health Services

Bookstore—The third floor of the Student Center is the home of the college bookstore. In addition to textbooks and all of the supplies you will need for classes, the bookstore stocks a number of other items such as gifts, toiletries, gym shorts, jerseys, records and tapes, etc.

Post Office—The college Post Office is on the main level of the Student Center. All U.S. Mail services are provided here, including registered, certified, and insured mail, and purchases of money orders. An interoffice service is available through which mail may be forwarded to students and faculty on campus free of charge. Name and box number are required on mail sent to a student.

All residence hall students are assigned a campus post office box in the Student Center Post Office. Students residing off campus may also obtain a box by dropping by the Post Office to sign up for one.

Mail should be addressed:
Joe Doe
Box 00000
West Georgia College
Carrollton, Georgia 30118

Post Office hours are 8 a.m.-4 p.m., Monday-Friday. Students are encouraged to check their boxes daily.

Student Offices—Several student organizations have offices located on the lower level of the Student Center. Don't be bashful! Drop by with a suggestion or offer to help out. You'll be welcomed!

Student Government Association
College Program Board
The West Georgian newspaper office
Interfraternity Council and Black Greek Council
Student League

Student Activities Office—The first office on the right as you enter the Student Center is the Student Activities Office, the hub of operation for many student groups and functions. The director and her staff have their offices in this area, and they coordinate all offerings of the College Program Board, serve as advisors for student organizations, organize Homecom-

In addition to understanding the academic setup and knowing some of the people who help run things, you'll need to know where some departments and services are located. It's true that it takes new students only a few days to learn the campus, but the information and tips listed in this section are intended to make that job easier.

ing and many student related events throughout the year. Stop by for information about all kinds of extracurricular activities.

Snack Bar—For just plain good eatin' or good "fast food," check out the Snack Bar in the Student Center. It offers a wide variety of good things to eat and beats the prices of almost any sandwich shop around town. Hours of operation are 7 a.m.-7 p.m. Monday-Friday and 11 a.m.-6 p.m. Saturday and Sunday. Hours are subject to change to benefit students.

Though the Snack Bar is primarily a cash sales operation, students may also use their meal tickets during designated hours to purchase items at breakfast, lunch or dinner. If selections exceed the amount allotted for a meal, the student simply pays the difference in cash.

Gameroom—The gameroom, located in the basement of the Student Center, features billiards, foosball, pingpong, pinball machines, and games. It is open from 10 a.m. until 10 p.m., Monday-Friday, from 12 noon until 8 p.m. on Saturday, and from 3 p.m. until 8 p.m. on Sunday. Hours may vary, depending upon demand and availability of personnel.

I.D. Cards—Student I.D. cards are made in the basement of the Student Center. This photo I.D. card is a WGC student's permanent identification and does not normally have to be replaced as long as the student remains enrolled.

Your I.D. card has many uses: as a meal card once you have paid for the meal plan and had your card validated, as your library card, as your free admission ticket to athletic events and plays, as official identification during registration, when cashing checks, when visiting the Health Center, and many more.

There is a $10.00 charge for replacing a lost I.D. card. Except during registration and add/drop each quarter, I.D. cards are made only during the posted hours. Contact the Student Activities Office in the Student Center for information about when to have a replacement card made (834-1364, campus ext. 364).

Conference Rooms—Seven meeting/conference rooms are available in the Student Center for use by campus organizations on a reservation basis. To reserve a room, call Dr. Elmo Roberds at 834-1392, campus extension 392.

GYMNASIUM AND OTHER RECREATIONAL FACILITIES

H-PE Building and Pool—The Health-Physical Education Building is one of the most heavily scheduled facilities on campus. Classes and team practices and games are given highest priority for use of the building, but regular hours of open recreation for all students are also scheduled. These hours vary somewhat depending upon seasonal athletic activity.

In general, the basketball courts and the pool in the H-PE Building are open for student use from 6:00 until 9:30 p.m. Monday through Thursday and from 1:00 until 6:00 p.m. on Saturday and Sunday from the first to the last day of classes each quarter. When performances, concerts, or intercollegiate games are scheduled, however, the entire building is closed to all other activities. Otherwise, every attempt is made to keep the pool open to students during the scheduled hours, and routine practices and intramural games are scheduled in the gym during hours when the pool is open to students.

Tennis Courts—Located adjacent to the H-PE Building are six tennis courts which are open to students on a first-come, first-serve basis. As with other athletic facilities, classes and official team activities do have priority for use of the courts, which remain lighted until midnight.

Track and Playing Fields—Also open to members of

SERVICES FOR THE DISABLED

The college extends the opportunities of higher education to the physically and learning disabled as well as to the able-bodied. Handicapped students who have special needs should talk with Dr. Ann Phillips in the Student Development Center. She coordinates services for disabled students, including pre-enrollment interviews, counseling, and readers. Office in Mandeville Hall.

Dr. Ann Phillips
Services For the Disabled

the college community are the track, located just above the Food Services Building, and several practice and intramural playing fields. These areas may be scheduled for group activity by contacting the Coordinator of Intramurals and Open Recreation at 834-1364 or Russ Sharp, Administrative Assistant in athletics, at 834-1232. As always, officially scheduled intercollegiate or intramural team practices and games take priority over an individual's use of any facility.

The Baseball Field, which is located adjacent to the Biology-Chemistry Building, is off limits to everyone except the baseball team and those participating in official team related activities.

Fitness Trail—A one and one-half mile fitness trail is located in the area around the track and behind the Food Services Building. Look behind Food Services for the starting point of the trail, which is open year round to all members of the college community.

RESIDENCE HALLS

Twelve major structures on campus are residence halls, in which approximately 2,500 West Georgia students live. All freshmen and sophmores who are not married or do not live at home with parents are required to live on campus, and many upperclassmen choose to do so. Some halls are for men or women only, while others are co-educational with separate wings for men and women.

Except in the case of Tyus Hall, visitation hours for guests and those who do not live in the halls are limited. Visitation hours begin at noon every day and end at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday nights. After 9:00 p.m., men must have a female escort when in a women's hall and vise versa. No escort is needed before 9:00 p.m. or in the main lobby of each building. On-campus residents as well as all guests in the halls are subject to the residence hall policies and regulations published in the *Residence Hall Handbook* distributed by the Department of Residence Life.

The map of the campus and the listing of numbers for all telephone pay stations in the residence halls, both of which are published in this book, will assist you in locating and contacting friends who live on campus.

LIBRARY

The Irvine Sullivan Ingram Library, located on Brumbelow Street in the center of back campus, currently houses over 253,700 volumes, more than 135,000 U.S. Government documents, and approximately 710,000 microforms. It features study and conference rooms, study carrels, microfilm and reading rooms, research study areas for graduate students. During the academic year, the library is open during the following hours:

Monday-Thursday.....7:30 a.m.—10 p.m.
Friday.....7:30 a.m.—5 p.m.
Saturday.....10 a.m.—5 p.m.
Sunday.....3 p.m.—10 p.m.
Between quarters.....8 a.m.—5 p.m. daily
(Closed weekends)
Holidays.....Closed as per notice posted

The system for circulating books and other materials dictates that a WGC I.D. card be presented to borrow materials from the library. Books are loaned for a period of two weeks and are renewable if no one else has requested them. The fine for a regularly loaned book is 10¢ per day; however, there is a six day grace period after which the full amount of the fine will be collected.

A special feature of the library is the Annie Bell Weaver Special Collections Room, dedicated in 1981 to Ms. Weaver, who was for many years the head librarian at the college. This collection contains 12,000 rare volumes and pieces of manuscript material.

You may find there are times when you'd like to use the library's late study room, open 24 hours a day during the quarter. There is an outside, ground level entrance to this area just off the academic quadrangle so that students may come and go after regular library hours.

HEALTH SERVICE

The Student Health Center, which houses both an outpatient clinic and the infirmary, is under the supervision of a full-time physician. Nurses are on duty 24 hours per day. The Center is in operation from the day residence halls open through the last day of exams each quarter, except during the Thanksgiving recess and the Fourth of July holiday.

For observation and minor illnesses, students are admitted to the infirmary as directed by the physician. Although most illnesses of students can be successfully treated by Health Center personnel, it is sometimes necessary to refer a student to other medical personnel or facilities for special services such as x-ray, surgery and dentistry. Whenever this occurs or whenever a student chooses the services

Library
Betty Jobson
Ann Manning
Shirley Lankford
Charles Beard, *Dir.*
Jane Sapp
Jan Ruskell

Public Safety

Jeff May
Katrinka Glass
William Tuttle, *Dir.*
Swain Harris

of medical personnel or facilities other than those available in the Health Center, he or she must pay the cost. If the medication needed for treatment is not available in the Health Center, it must be purchased from a local druggist by the student. Tests done within the Health Center laboratory are included in the student's health fee. Other lab tests are done within or processed by the Tanner Medical Center laboratory. These tests and all X-rays (also done at Tanner) are charged to the student.

The utilization of town physicians is paid for by the Health Service if the college physician is unavailable to the nurses who deem consultation necessary or an emergency requires the services of the hospital's emergency room. An authorization slip from the College Health Center must accompany the student in order for that bill to be paid. The college will pay the emergency room fee, the emergency room physician fee, and ambulance transportation to Tanner Medical Center when required in an emergency situation. Students will pay for drugs, laboratory work, X-rays, and other expenses incurred from emergency room usage. Any persons going directly to the hospital or doctor's office are responsible for fees incurred. Students are also responsible for all medical bills incurred during periods when the Health Service is closed.

Students should remember that if they are covered by personal or parents' insurance, they should keep the number of their insurance policy in their possession.

PUBLIC SAFETY

The Department of Public Safety, located on Aycock Drive, provides service to the college community on a 24-hour basis. The department's duties include, but are not limited to, the protection of life and personal liberties, protection of personal property, enforcement of college regulations and state statutes, traffic and parking control, and the prevention of crime.

The department works with various other departments within the college and maintains a liaison with local, state and federal law enforcement and public safety agencies. FOR INFORMATION, ASSISTANCE OR ANY EMERGENCY, DIAL 834-1260 or ext. 260 if calling from a campus phone.

For complete information concerning traffic regulations, parking, and traffic appeals refer to the TRAFFIC CODE pamphlet available at the Department of Public Safety. All students are responsible for knowing the rules and regulations provided in this pamphlet, of which they are given a copy when registering a vehicle with the department.

MANDEVILLE HALL

Many of the administrative offices with which students are likely to have contact are located on the front drive in a building which used to be a residence hall but is now all office spaces, Mandeville Hall. Included among these are the Graduate School Office, Developmental Studies and the Testing Offices, and all of the following offices in the Division of Student Services: Vice-President's Office, Admissions, Residence Life, Placement and Cooperative Education, Student Employment Referral Service, Financial Aid, Student Development Center (counseling), and the Registrar's Office. Sooner or later, everyone needs to see someone in one of these offices, so you might as well learn where Mandeville Hall is and who can be found there. Ask in any office in the building for information and directions.

FOOD SERVICES

Still referred to by some as Z-6, its architectual designation, the Food Services Building is home of the student cafeteria, which is run by ARA Services by contractual arrangements with the college. This is where all weekday meals are served to those who hold meal tickets and to those who wish to buy meals on a cash basis. The Food Services Building also contains a private dining room and a large multi-purpose area in the lower level where dances, parties, movies, coffee houses and other types of entertainment are held.

Though serving times may vary depending upon the number of meal ticket holders, these are the expected hours of operation and cash prices for each meal:

Breakfast	*$2.45*	*7:00-10:00 a.m.*
Lunch	*$3.00*	*11:00 a.m.—2:00 p.m.*
Dinner	*$3.85*	*4:30—6:30 p.m.*

Admissions

Wanda Bonner
Jill Hendricks
Mark Taylor
Doyle Bickers, *Dir.*

INTERNATIONAL STUDENTS

Sylvia Shortt, a counselor in the Student Development Center, is a real friend to all foreign students. If you're from another country, be sure to look her up and get to know her. She can provide assistance and advice about a wide range of concerns and will do everything she can to help you adjust to your new environment. Office in Mandeville Hall.

Sylvia Shortt
Coordinator
International
Students

Three weekday meal ticket plans are available, plus a weekend plan offering 2 meals daily on Saturday and Sunday ($85). The one-meal weekday plan ($180) is for any meal once each day in Food Services or for a set allocation at the Snack Bar for one meal daily ($2.00 at breakfast, $2.50 at lunch or dinner). With the two-meal plan ($270), the student may choose any two meals each day at either location, and of course with the three-meal plan ($310), the student is entitled to three meals each day. Students may alternate locations of their meals on the same day but may not use their tickets for 2 servings of the same meal in one day.

All meal plans are non-transferrable; in other words, one student's meal ticket may not be used by any other student. To do so is a violation of the student conduct code of the college and will result in the student's being referred for disciplinary action.

BUSINESS SERVICES

In Melson Hall on Front Campus Drive, the Business Office maintains on the first floor a cashier's window where students, upon presentation of their I.D. cards, may cash personal checks up to $40. The cashier's window is open from 8:30 until 11:45 a.m. and from 1:00 until 4:30 p.m. Monday through Friday. This cashier's window is also where various student fees are paid, except during registration when special fee-payment stations are located elsewhere.

For complete information about fees and charges, Business Office policies, refund regulations, cancellation deadlines, etc., see the catalog issue of the college Bulletin or the quarterly class schedule, or contact the Business Office (telephone 834-1400, campus ext. 400). Incidentally, it is University System policy that all fees and charges are subject to change at any time, but of course college officials attempt to keep students posted well in advance of any expected increases.

Dr. Tracy P. Stallings
Director, College Relations

Dr. Richard A. Folk
Director, Budget and Research Services

Virginia Herron
Business Services/ Financial Aid

Placement

Jessica Lee
Bruce Brewer, *Dir.*

Student Development

Sylvia Shortt
Angela Horrison
Dr. Ann Phillips
Dr. Jerry Hall, *Dir.*
Asst Dean of St. Serv.

Campus Life in Photos

Organizations and Activities

Student Government

Any full time undergraduate or graduate student is eligible to participate in Student Government. The S.G.A. enacts legislation which is necessary for the general welfare of the students. It receives student complaints, investigates student problems and participates in decisions affecting students.

S.G.A. is composed of an executive, legislative and judicial branch. The student body elects a President, Vice-President and Judiciary Chairman. The constitution calls for a Student Congress consisting of 17 voting representatives. Five of these are from the student body at large and three each from the four schools.

The S.G.A. office is located on the lower level of the Student Center across from the game room. The officers welcome you to visit the S.G.A. office and solicit your advice, participation, and support. The telephone number is 834-1364, campus ext. 364. Officers for 1985-86 are Gene Winters, President; Frederick Williams, Vice-President; Martin Rolle, Judiciary Chairman.

Student Activity Fee

Each student taking over 5 hours per quarter is required to pay a student activity fee. For this fee, students receive free admission to student drama and fine arts productions, free copies of the weekly campus newspaper *The West Georgian,* free admission to athletic events, and discounted admission to all events of The College Program Board. Activity money is also used to fund fine arts, athletics, debate, the concert band, opera workshops, and many other college activities. A joint committee of faculty and students makes recommendations each year on how the activity fee should be allocated to various student groups and activities.

Become involved in your Student Government Association and have a voice in saying where your activity fee money should be spent.

Student Activities

Tim Evans
Lynn Bowman
Terry Nelson
Linda Picklesimer, ***Director***

Student Organizations Handbook

A *Student Organizations Handbook* is available from the Student Activities Office. It is an absolute must for all officers of student organizations. In addition to many practical suggestions, such as how to write a constitution and how to run a meeting, the booklet contains detailed instructions and procedures for reserving campus facilities, using college-owned vehicles, getting material printed on campus, publicizing an event, inviting speakers to campus, posting notices on bulletin boards, mailing to students and others, soliciting for funds and prizes, controlling hazing, and permitting alcoholic beverages at events. The publication is also useful to anyone interested in forming a student organization.

The staff of the Student Activities Office conducts an annual review of all student organizations to determine their eligibility to be registered as official student groups. They enforce the college regulations and rules relating to student organizations, including the policies on hazing, the use of alcoholic beverages at student functions, posting of advertisements for public events, and other related matters.

Contact the Student Activities Office for a copy of the organizations *Handbook* and drop by the office if you have questions about any particular group, regulations governing student groups, how to become a member of a group, or how to get a group organized. Don't let the sometimes frantic activity in this office put you off. Hang in there and let someone know what you want. A staff member will be glad to help you.

College Program Board

The College Program Board, or CPB, provides a variety of social, cultural, and educational programs and co-sponsors events with other campus organizations. In addition to providing entertainment at least three nights a week, the CPB plans major events each quarter.

Students are encouraged to offer suggestions and join the various committees which make up the Board. The committees include contemporary music, films, recreation, special events, publicity, lyceum, and the technical committee.

The Board is coordinated by an executive branch composed of a chairman, secretary, and the chairmen of the seven committees. The Director and Assistant Director of Student Activities act in an advisory capacity to the Board.

Many events are free, and for others there is a nominal admission charge. The CPB office is located

There are good times to be had by anyone who seeks them, and always another job to be done by someone who's willing, among the more than 60 registered student groups at West Georgia. Departmental organizations...social, recreational and athletic activities...religious and service groups...fine arts for performers and patrons...honorary and academic pursuits...intramural and intercollegiate sports...student government...parties and entertainment...Do something constructive, and HAVE FUN!

on the ground floor of the Student center, and interested students are welcome to stop by. The phone number is 834-1365, campus ext. 365.

Religious Groups

Several religious organizations exist on the West Georgia campus, including the Baptist Student Union, Outreach, Wesley Foundation (Methodist), Campus Crusade for Christ, United Voices Gospel Choir, Baha'i Club, World Changers Ministry, Fellowship of Christian Athletes, Newman Club (Catholics) and Presbyterian Fellowship.

There are several campus ministers who are available to work with students and will lend a friendly ear if you are interested in religious fellowship. They are Rev. Bobby Evans, 834-7588, Baptist Student Union; Rev. Bill Carpenter, 834-7803, Wesley Foundation; and Father Michael Regan, 832-8977, Catholic students.

Black Student Alliance

The purpose of the Black Student Alliance is to promote academically and socially inter-racial understanding. It organizes and promotes the positive heritage of blacks. The Black Student Alliance of West Georgia College is open to all members of the student body, faculty, and administration of West Georgia College who wish to gain a greater understanding of the Black Experience.

Student Publications

The West Georgian is the student edited and managed campus newspaper, distributed free at various campus locations on Wednesdays. All students are invited to work on the staff in news, sports, arts, and photography. The office is located on the lower level of the Student Center and the phone number is 834-1366, campus ext. 366.

The *Eclectic* is a literary magazine published each spring quarter. It contains poetry, prose, art, and photography. Material should be submitted to *Eclectic* in care of the WGC English Department. A brief biographical publication sketch is requested.

WWGC FM 90.7 and Campus Closeup

WWGC-FM, the college radio station, is managed and operated by students and provides change-of-pace entertainment for the campus and surrounding area as well as valuable instruction and experience for those students in the mass communications field. *Campus Closeup,* which airs quarterly on the local cable TV network, provides similar opportunities for those students interested in television production.

The Arts

From Broadway plays to opera to jazz bands, West Georgia College's fine arts department offers many opportunities for student performance. Both music and speech-theatre productions are scheduled year round with many performance groups active on campus.

Several exhibit areas in the Humanities Building are the scene of frequent student and faculty art exhibits as well as occasional traveling exhibits.

Music

The Concert Choir is a large choral group which makes concert tours both in and out of state and which has, on occasion, been selected for Eastern European tours.

The Chamber Singers is a small choral group noted for singing madrigals. This group presents an annual Christmas celebration in full costume of old England.

The West Georgia Wind Ensemble is the concert band, and the Jazz Ensemble is a different group which frequently tours high schools in the state performing contemporary band literature.

Opera Workshop is another highly entertaining musical activity and has for several years presented performances of major operas. There are a number of other small choral and instrumental groups which perform quarterly on campus, and the West Georgia Marching Band made its debut in the fall of 1982.

Theatre

One Flew Over The Cuckoo's Nest, The Diary of Anne Frank, and *The Crucible* are among past theater productions. Each fall a major drama is staged for a week-long run.

Winter quarter offers major productions such as *Who's Afraid of Virginia Wolfe* as well as a festival of student directed one-act plays.

Ruth Dicks
Director of Intramurals

Music and theatre combine in the spring for a week-long performance of a musical such as *South Pacific, Fiddler on the Roof,* and *Grease.*

Debate

West Georgia College has an outstanding debate program. In 1979 the college's top team ranked third in the entire nation, and in the 1980-81 season, two West Georgia teams received first round bids to go to the national Debate Tournament. This was only the second time that any school in the southeast had received two first round bids. For more than ten consecutive years WGC has been invited to compete for the national championship.

Debate coach Dr. Chester Gibson has received many awards for his work in the debate program and was recently presented the National Coach of the Year award by the Philodemic Debating Society of Georgetown University.

Intramural Sports

West Georgia College provides an excellent program of year-round intramural athletic activities for both men and women. A variety of team and individual events is scheduled so that every student has the opportunity to participate. Team sports include flag football, basketball, soccer, tug of war, volleyball, softball, wrestling, etc. Badminton singles, horseshoes, tennis singles, cross country, bike race, and weightlifting are some of the individual sports offered.

Students desiring to participate may join existing teams or form their own. Regardless of the type of activity, every student must sign the "Waiver of Liability" and "Assumption of Risk" forms which are available in the Intramural Office in the Student Center. For additional information and schedules, contact the Coordinator of Intramurals and Recreation, telephone 834-1364, campus ext. 364.

Intercollegiate Athletics

West Georgia College has not only one of the most varied intercollegiate athletic programs among college divison schools nationally, but it is among the most successful as well.

The College fields men's intercollegiate athletic teams in baseball, basketball, cross country, football, golf, tennis, and track, while women's programs are offered in basketball, cross country, softball, track, tennis and volleyball. All of West Georgia College's men's teams are affiliated with Division II of the National Collegiate Athletic Association (NCAA). Women's teams are members of the NCAA and the National Association of Intercollegiate Athletics (NAIA).

Roger Kaiser
Athletic Director

Each year, West Georgia College teams win numerous state and conference titles and are ranked among the nation's elite. Unique to West Georgia is that the Braves have to their credit the state's first and only national collegiate basketball championship.

Football was re-established at West Georgia in 1981 after an absence of 23 years, and a predominately freshman team startled the college football world by turning in an unbeaten season and earning a number six national ranking. In 1982, the Braves won the national championship in Division III, thereby making West Georgia one of only six schools in the nation ever to win national titles in both football and basketball.

West Georgia is particularly noted for its women's intercollegiate athletic teams. The women's basketball team has been runnerup for the national championship in recent years and won the state title in the 1981 and 1982 seasons. Volleyball has been equally successful, having won numerous state championships.

Greeks

As in many other American colleges and universities, fraternities and sororities play a distinctive role at West Georgia College. They offer opportunities for students to develop lasting friendships, contribute to the broader community through service, and participate in social, cultural, and athletic activities. Sixteen Greek letter social organizations are represented on the West Georgia College campus.

A Black Greek Council, Interfraternity Council, and Panhellenic Council exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Rush) for group conduct, plan various activities such as Greek Week and service projects, and design public relations publications.

Panhellenic formal Rush is held the week before classes begin for fall quarter. During the summer, registration forms are sent to all women accepted to West Georgia for the fall quarter. There is a minimal charge to cover the cost of activities for the week.

Panhellenic, the Black Greek Council, and Interfraternity Council also hold open Rush functions the first two weeks of each quarter. Information can be obtained from announcements on bulletin boards, individual fraternity or sorority members, or the Student Activities Office. All students, depending upon individual fraternity or sorority rules, are invited to participate in Rush.

The Greek social organizations are listed below:

Black Greek Council

Fraternities	Sororities
Alpha Phi Alpha	Alpha Kappa Alpha
Kappa Alpha Psi	Delta Sigma Theta
Omega Psi Phi	
Phi Beta Sigma	

Interfraternity Council—Fraternities

Alpha Tau Omega	Pi Kappa Alpha
Chi Phi	Sigma Nu
Kappa Sigma	

Panhellenic Council—Sororities

Alpha Gamma Delta	Kappa Delta
Chi Omega	Phi Mu
Delta Delta Delta	

Honorary Groups

Alpha Kappa Delta—An honor society in sociology, open to students with 3.0 average in sociology courses and a 3.0 overall GPA.

Alpha Lambda Delta—Encourages superior scholastic achievement among female students in their first year, open to those who have completed 15-45 quarter hours with a GPA of 3.5 or better.

Beta Gamma Sigma—National business honor society, encourages scholarship among business students and fosters integrity in the business operations.

Delta Omega Chi—Pre-med honor society for juniors and seniors, with invitations to membership based on academic excellence and interest in the medical field.

Gamma Theta Upsilon—An international honorary geographical society. Regular members must have completed 3 courses in geography with a 3.0 overall GPA.

Ingram Scholars—An organization whose dual purpose is to recognize superior scholarship and, through monthly meetings, to encourage faculty-student interaction. Membership is by invitation based upon academic performance.

Kappa Mu Epsilon—A national mathematics honor society. Membership is based on excellence in math courses and a superior college academic record.

Omicron Delta Kappa—A leadership honorary for junior and senior men and women.

Phi Alpha Theta—An international honor society in history. Membership is based on an overall GPA of 3.0 and 3.0 in twenty hours of history.

Phi Delta Kappa—A professional education fraternity. Prospective members must be approved by members and must have a baccalaureate or earned graduate degree.

Phi Eta Sigma—encourages and rewards high scholastic attainment among freshmen in institutions of higher learning.

Phi Kappa Phi—Emphasizes scholarship and stimulates mental achievement by the prize of membership, which is by invitation to seniors and graduate students.

Phi Mu Alpha—An honor society promoting excellence in music.

Phi Sigma Iota—Foreign language honor society for juniors, seniors, grad students and faculty. Requires overall *B* average and *B* average in foreign languages.

Pi Gamma Mu—National honor fraternity for the social sciences, it promotes interest in and recognizes excellence of students in the social sciences.

Pi Sigma Alpha—A national political science honor society. Members must attain high standards of scholarship in both political science and all their academic work.

Sigma Alpha Iota—A national honor society for female students studying toward a degree in music. Members must maintain a GPA of 3.0 in music classes.

Sigma Tau Delta—A national honor society for the purpose of stimulating interest in literary activities. Members must maintain a GPA of 3.0 in English courses.

Departmental Organizations and Professional Fraternities

Accounting Club
Alpha Kappa Psi (Business Administration)
American Institute of Biological Sciences
Computer Science Club
Economics Club
Engineering-Physics Club
Geology Club
Georgia Association of Newscasters
Marketing Club
Mass Communications Club
National Student Nurses Association
Phi Beta Lambda (Business Majors)
Recreation Council
Society of Criminology
Society of Professional Journalists (Sigma Delta Chi)
Student Council for Exceptional Children
Student Georgia Association of Educators
Student Music Educators National Conference
West Georgia Theatre Company
Yes I Can

Special Interest Groups

Alpha Phi Omega—A service fraternity, open to all students.

Bravettes Drill Team—Provides halftime entertainment during games and acts as a pep squad.

Cavaliers Club—Assists Alpha Kappa Alpha sorority with its projects and activities.

Cheerleaders—Promotes spirit during football and basketball games.

Chess Federation—Provides recreation and promotes the art of chess on the campus.

Cinema Guild—Open to all members of the college community, the group sponsors monthly screenings of classic American or foreign films.

Circle K—Provides opportunities for leadership training in service to the campus and community and promotes good fellowship and high scholarship.

College Republican Club—Promotes the principles of the Republican Party among WGC students and aids in the election of Republican candidates at all levels of government.

Ebony Dancers—Dramatic and creative dance group with the single purpose of providing students on campus with an outlet to expand and develop their own creativity.

Flag Corps—Coordinates halftime performances with the Marching Band during football season and promotes school spirit.

International Club—With membership open to all international students at WGC, the group learns about lifestyles and culture of the U.S. and other countries, makes trips, and informs others of various cultures of the world.

Judo Club—Develops its members physically to help them defeat their competitors in tournament play and encourages the perfection of their characters.

Karate-Do-Club—Promotes an interest in developing an integrated person with a sound body, mind and spirit.

Majorettes—Perform at half-time football and basketball games. Open to students who demonstrate experience in twirling.

National Organization for Women—Brings women into full participation in the mainstream of American society now, exercising all privileges and responsibilities thereof in truly equal partnership with men.

Position One Dance Company—A contemporary dance group, whose male and female members are selected by audition, performs jazz, country, and modern dances.

Residence Hall Association—Provides programming, development, and unity among campus residence halls. Open to representatives from each hall.

Soccer Club—An intercollegiate club open to men who demonstrate a skill in playing soccer.

Sports Medicine Club—Composed of athletic team trainers and other interested students, the group promotes knowledge of athletic training and sports medicine.

Student League—Promotes WGC by participating in orientation and visitation days and promotes leadership development among student groups.

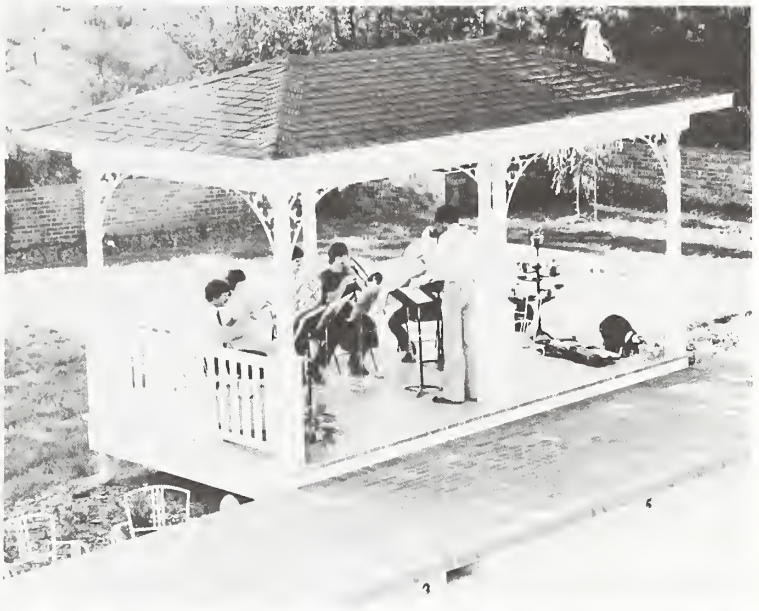
Track Club—Promotes fitness and running at WGC.

United Voices Gospel Choir—Promotes spiritual growth, fellowship, unity, and creates a spiritual atmosphere among students by sharing through song and praises with the communities of Georgia.

WGC Wheels—Unites commuter students and encourages car pooling.

Young Democrats—Promotes the policies and practices consistent with the highest principles of the Democratic Party, supports Democratic candidates and promotes political power by young people.

Campus Life in Photos



Rights and Responsibilities

Rules and Regulations

The College has formulated a number of policies and standards of which you will need to become aware. Many of these are included in this section of the handbook and in the Appendices. Read these at least once so that you'll know where to look in the future.

If you're unsure about any policies mentioned here, there are some places to go for information. For example, if you're planning an event and need assistance, stop by the Student Activities Office in the Student Center or telephone 834-1364, campus ext. 364. Questions concerning personal conduct should be directed to the residence hall staff or the Vice President's Office in Student Services, Mandeville Hall, telephone 834-1292, campus ext. 292. Problems with academic standards should be taken to your department chairperson's office or to the appropriate school dean.

Remember: if in doubt about anything you plan to do, consult this handbook or the appropriate office or document.

Other college publications containing rules and regulations with which students should become familiar are the *Residence Hall Handbook* (available from the Office of Residence Life), the *Traffic Code (*a book distributed by the Department of Public Safety), and the WGC catalog or *Bulletin* (first copy free from Admissions, others from the bookstore).

Personal Conduct

The following passage comes from the introduction to the Student Conduct Code of WGC and should be taken to heart:

"Students are admitted to West Georgia College with the expectation that they will have developed aceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students.

"College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college."

A complete statement of the Student Conduct Code, its rules, procedures, guarantees of students rights, disciplinary measures, and appeal procedure is given in Appendix A of this handbook.

Student I.D. Cards

Each student who registers and pays fees receives a photo identification card. The same card is used during a student's entire enrollment at WGC by being validated as the student pays fees each quarter during registration. These cards are non-transferrable and are made available free of charge to students. There is a replacement cost of $10 should the card be lost or destroyed. Cards are made by the Student Activities Office staff in the Student Center, lower level.

Since the card has so many uses, students should carry it with them at all times. It's used to check books and other items out of the Library, to complete financial transactions with the Business Office, as an admission ticket to sporting and cultural events, for identification purposes by personnel in the Registrar's Office, Testing Office, Health Service and Public Safety Department, and is validated as the student's meal ticket.

Should a college official in carrying out official duties request that a student surrender his/her I.D. card, the student is obligated to comply with the request. If a student withdraws from school, the I.D. card must be turned in to the Registrar's Office in Mandeville Hall.

In addition to official college functions, you'll find the student I.D. is also very useful off campus, especially when cashing checks in town or confirming your student status for discount admissions, student promotions and the like.

I.D. Cards for Student's Dependents

Because of demands to make college activities more accessible to dependents of West Georgia students, the college has instituted an I.D. card for spouses and children of West Georgia students. These cards entitle the holders to participate in the following functions on the same basis as WGC students: movies, game room, basketball games, football games, concerts, special events, theater productions, gym facilities, and library.

The cost for a student dependent I.D. card is $15 a year for adults, $7.50 per year for dependents aged 6-17, and free for children under the age of 6. The fee is prorated: adults pay $15 in the fall quarter, $10 in the winter, and $5 in the spring quarter. Children aged 6-17 pay $7.50 in the fall quarter, $5 in the winter, and $2.50 in the spring. The cost for a card to be effective in the summer only is $5 for adults and $2.50 for children aged 6-17.

Contact the Student Activities Office in the Student

By most definitions, whether based on legal age limits or other criteria, college students are adults, and as members of the college community, they are generally treated as such.

What frequently is not so obvious at first, however, and sometimes not so comfortable, is the corresponding feature of this arrangement—responsibility.

This section of the handbook is designed to acquaint students with some of their rights and responsibilites as West Georgia College students.

Center for information about obtaining student dependent I.D. cards.

The Traffic Code and Designated Parking Zones

Everyone who operates or parks a vehicle on campus is required to register with the Department of Public Safety in Aycock Hall. With so many cars and limited parking spaces in certain areas, it is necessary to have a system of designated parking zones on campus.

Residence hall students are assigned to zones or areas near their halls, commuting students are assigned to other areas, and the faculty and staff also have approved zones. There are some larger, outlying parking areas which are unrestricted so far as the zoning is concerned. The decal or parking permit affixed to the rear left bumper of vehicles designates the approved parking zone for that vehicle, and drivers who park in inappropriate zones will be ticketed with parking violations. This system is designed to limit traffic flow within the campus so that it will not become more and more conjested.

Inevitably, there are some students who flagrantly ignore parking regulations, and some of these will accumulate parking tickets by the score, resulting in "holds" being placed on their registration for classes for next quarter because of the large bill they owe the college. To avoid a hassle, pay all traffic and parking tickets promptly within the three-day limit given.

A Traffic Appeals Committee, headed by the elected Student Judiciary Chairman, meets regularly to hear appeals on parking tickets and related matters. All moving violations which occur on campus, however, are handled through the city or state courts and cannot be appealed through the Traffic Appeals Committee. See the *Traffic Code* booklet, available from the Department of Public Safety, for complete details about registering vehicles, traffic and parking areas, and the appeals procedure in parking related cases.

Peaceful Demonstrations

The following statement gives the policy of the college allowing peaceful demonstrations and expressions of dissent. See Appendix C for a full statement of the philosophy and policy of the Board of Regents of the University System regarding disruptive behavior.

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the college supports the rights of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

On-campus demonstrations, cleared at least 48 hours in advance through the office of the Vice President for Student Services, may be conducted in areas which are generally available to students provided such demonstrations are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with classes, scheduled meetings and ceremonies, or with other events and processes of the College.

Non-members of the college community shall not be permitted to engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any college process.

Alcoholic Beverage Policy

Effective September 30, 1985, Georgia law requires that individuals be 20 years of age or older in order to possess or consume alcoholic beverages; therefore, the policy below has been adopted. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Student Conduct Code of the college.

1. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty will be present.
2. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in item 3 below.
3. Alcoholic beverages (beer and wine only) may be served at or brought to scheduled events on campus where persons under the age of twenty will not be present in the Food Service Building, the Pavilion, the Alumni House, and the area known as Love Valley. All such events must be approved by the Vice President for Student Services or his designee, who will require appropriate supervision.
4. The sale in any manner of alcoholic beverages is prohibited. The legal definition of "sale" includes exchange of money, before, during or after the events, including but not limited to coupons, admission charges, and "donations."
5. No college funds, including Student Activities funds and residence hall social fees, shall be used to purchase alcoholic beverages.

6. The furnishing of alcoholic beverages to persons under the age of twenty and the possession or consumption of alcoholic beverages by persons under the age of twenty will subject the violator to college disciplinary action and/or arrest.
7. No alcohol can be served at any Rush function.
8. Advertising of events at which alcoholic beverages will be served cannot include references to alcohol nor imply sponsorship by the college.

Alcoholic Beverage Guidelines For Student Organizations

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including comsumption by persons not twenty years of age or older and serving of alcoholic beverages to intoxicated individuals. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be served or brought to a function away from the campus. Student organizations planning to sponsor events off campus at which alcoholic beverges will be consumed are asked annually to attend a workshop which is conducted by the Office of Student Activities and addresses legal problems and other concerns related to such events.

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and college policies.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese & crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.)
6. The organization should stop serving alcoholic beverages at least one hour before the function ends.
7. No contest involving alcohol should be encouraged.
8. Open parties, meaning those with unrestricted access, which are structured around the consumption of alcoholic beverages, should be prohibited.
9. The organization and its members should not force drinks on their guests.
10. Fraternities, sororities, and other organizations should develop and support programs that seek to educate members on alcohol awareness.

Hazing

All hazing is forbidden at West Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations strictly prohibit hazing of any kind. The Student Conduct Code says "All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited." All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in Appendix B.

Confidentiality of Student Records

In 1974 the U.S. Congress passed a law, the Family Educational Rights and Privacy Act (FERPA), which states that an educational institution must establish a written policy concerning the confidentiality of student education records and that students must be notified of this statement of policy and their rights under the legislation. In accordance with the Act, students at West Georgia College are hereby notified that they have the following rights.

1. The right to inspect and review their own educational records covered by the Act.
2. The right to challenge (seek correction of) the contents of these records.
3. The right to a hearing, if necessary, for a fair consideration of such a challenge.
4. The right to place an explanatory note in the record in the event that the challenge of contents is unsuccessful.
5. The right to withhold directory information from publication.
6. The right to control, with certain exceptions, the disclosure of the contents of their records.
7. The right to be informed of the existence and availability of the insitutional policy concerning FERPA rights.
8. The right to report violations of FERPA legislation to the U.S. Department of Education.

See Appendix G of this handbook for a complete list of educational records maintained on students, the custodians of those records and specific policies and procedures for administering the steps required by FERPA.

"Home Away From Home"

Carrollton, a growing suburban home of 16,000 people, is also the home-away-from-home for over 4,000 of West Georgia college's 6,000 students. You will be pleased to find how much a city of its size has to offer to college students and that you don't have to leave Carrollton to satisfy most of your off-campus needs.

The students of West Georgia College and the people of Carrollton have traditionally enjoyed a mutually cooperative relationship. Despite Carrollton's rapid growth, you will find that it still possesses a friendly, down-home atmosphere.

The College urges you to treat Carrollton, your home-away-from-home, as you would your own home...with respect for its laws, its property, and its people.

Many students have utilized Carrollton's resources and gotten to know its people. Community involvement is a valuable experience in your total education, and the College encourages you to "discover Carrollton" while you are here.

Use of College Facilities

As any WGC student who has attended summer school knows, facilities at the college are sometimes used by others than students and faculty. This is clearly demonstrated by the large number of drill teams, sports camps, band groups and others who visit the campus during the summer. The following guidelines have been adopted by the college to govern such use by non-college personnel.

1. Invited guests are allowed use of college facilities provided they are:
   a. Invited by an individual student for a specific occasion.
   b. Invited by an agency of the college for conferences, special functions, tours, or official visits.
   c. Invited by a recognized student organization to attend specific programs.
2. Public Service programs or meetings are commonly scheduled:
   a. Programs of a special nature which are principally designed to provide members of the college community with viable linkages with a larger city community on matters of social and cultural relationships and with public service projects or activities.
   b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.
   c. Programs sponsored by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determined to be in the best interest of the college.

Weather/Emergency Closing

Because of the difficulty of making up lost time, classes are cancelled only in extreme circumstances. In the event of emergency college closing, announcements will be made over the campus radio station as well as radio stations in Carrollton, Newnan, Bremen, and Douglasville, and radio and television stations in Atlanta.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgment in those situations and to consult with individual faculty members as to making up lost class time.

The college reserves the right to schedule additional class sessions should some be canceled.

Official announcements about class cancellations will be made only by the offices of the President and/or the Department of Public Relations.

Information on closing can also be obtained by calling the Department of Public Safety, 834-1260 (day and night), or the Department of Public Relations, 834-1390 (daytime only).

Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. Until recently, in fact, classes were canceled on election days for both Georgia and federal elections, but this is no longer the case. Board of Regents' policy now states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval required for voting."

Students should plan to submit absentee ballots when they will be away from home on election days, and they should apply for the absentee ballot well in advance of the election date.

Students may register to vote in the Irvine S. Ingram Library on the campus.

Classification of Students for Tuition Purposes

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that he or she is entitled to be reclassified as in-state may petition the Registrar for a change in status. The petition must be filed no later than sixty (60) days after the quarter begins in order for the student to be considered for reclassification for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters. The necessary forms for this purpose are available in the Registrar's Office.

A student whose reclassification petition is denied by the Registrar may, within five working days or one calendar week, appeal that decision. Complete appeal procedures are available from the Offices of Registrar and Vice President for Student Services, both in Mandeville Hall.

Solicitation of Funds

The following procedures are followed concerning the solicitation of businesses and private individuals for contributions to projects or organizations at the college:

1. There shall be no soliciting of funds for scholarships, loans, grants, equipment, or supplies,

unless it is approved by and in cooperation with the Office of the Director of Development and/or others expressly authorized by the President.
2. There shall be no soliciting of prizes or awards either in merchandise or money unless approved by and in cooperation with the offices of the Director of Development and/or others expressly authorized by the President.
3. The privilege of selling advertising is restricted to the *West Georgian* unless specific authorization is granted by a committee consisting of the Director of Development, Director of Public Relations and the Director of Student Activities.

Psychological Instability

Students showing evidence of psychological instability that may pose danger to themselves or to others, or may interfere with the normal functioning of the college, may be required by the Office of Student Services to see a psychologist or psychiatrist. If the student does not secure psychological help, or if the student's behavior warrants it, he or she may be withdrawn from the college. Confirmation from a psychologist or psychiatrist that the student may return to the college without danger to self or others and will not disrupt the normal functioning of the college is necessary for readmission.

Sexual Harrassment Banned

Sexual harassment is a very sensitive issue, and charges of sexual harassment can lead to very real legal ramifications for both employees and students of an educational institution. Legal bases for claims of sexual harassment may be made under Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, and Executive Order 11246. An offender is subject to criminal liability for assault and battery and civil actions for tortious interferene with an employment contract, intentional infliction of emotional harm, breach of contract or interference with the performance and progress of students. Sexual harassment will not be tolerated by the college and may be grounds for immediate suspension, dismissal or other appropriate action.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting an individual, or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

An aggrieved student who wishes to file a complaint involving sexual harassment should initiate this complaint by discussing the grievance with the appropriate dean or director. From that point forward, this official will advise the student appropriately regarding additional steps in the grievance process.

To obtain a copy of the institution's complete policy statement on sexual harassment or to ask questions concerning sexual harassment, students should contact one of these offices:

Affirmative Action Office or	V. P. for Student Services
222 Mandeville Hall	116 Mandeville Hall
Telephone 834-1472	Telephone 834-1292
Campus Extension 472	Campus Extension 292

Students must be aware that they too can be charged with sexual harassment if they make unwanted sexual advances.

Directory

Problem Solving Guide

Problem	Where To Go	Place	Telephone*
Academic			
Advisement	Academic Advisor	Respective Office	
Probation	Administrative Asst. to V.P.	Sanford	834-1393
Regulations	Administrative Asst. to V.P.	Sanford	834-1393
Activities	Student Activities Office	Student Center	834-1364
Add or Drop Courses	Registrar's Office	Mandeville	834-1414
Addresses	Registrar's Office	Mandeville	834-1414
Athletics			
Intercollegiate	Athletic Department	H/PE	834-1357
Intramurals	Student Activities	Student Center	834-1364
Auditing Classes	Registrar's Office	Mandeville	834-1414
Bills, Fee Charges	Business Services	Melson	834-1400
Books & Supplies	Campus Bookstore	Student Center	834-1256
Caps & Gowns	Campus Bookstore	Student Center	834-1256
Catalogs	Admissions	Mandeville	834-1290
	Campus Bookstore	Student Center	834-1256
Changing Majors	Academic Department	Respective Office	
Check Cashing	Business Services	Melson	834-1400
Commencement	Public Relations	Auditorium	834-1390
Continuing Education	Continuing Education Office	Adamson	834-1360
Co-op	Co-op Education Office	Mandeville	834-1463
Counseling			
Academic	Advisor	Respective Office	
	Student Development	Mandeville	834-1416
Career	Student Development	Mandeville	834-1416
Handicapped	Student Development	Mandeville	834-1416
Personal	Student Development	Mandeville	834-1416
Credit by Examination	Testing Office	Mandeville	834-1472
Declaring Majors	Academic Department	Respective Office	
Degree Application	Registrar's Office	Mandeville	834-1414
Directory Information	Student Services	Mandeville	834-1312
Dining Facilities	Food Service Center	Food Service Center	832-1496 (Dial complete No.)
	Snack Bar	Student Center	832-3959 (Dial complete No.)
Emergencies	Public Safety	Aycock	834-1260
Employment	Placement Office	Mandeville	834-1427
Events & Activities	Information Center	Bonner House	834-1392
	Student Information Center	Student Center	834-1364
Fees & Payments	Business Services	Melson	834-1400
Final Exam Schedule	Registrar's Office	Mandeville	834-1414
Financial Aid	Financial Aid Office	Mandeville	834-1265
Foreign Student Affairs	Student Development	Mandeville	834-1416

**If dialing from a campus phone, dial only the last three digits.*

Problem	Where To Go	Place	Telephone*
Fraternities	Student Activities Office	Student Center	834-1364
GI Bill Benefits	Registrar's Office	Mandeville	834-1414
Grades	Professor	Respective Office	
	Registrar's Office	Mandeville	834-1414
Graduate School	Graduate School Office	Mandeville	834-1386
Graduation	Registrar's Office	Mandeville	834-1414
Honors Program	Honors Committee	Math. Physics	834-1380
I.D. Cards	Student Activities Office	Student Center	834-1364
Information	Student Services	Mandeville	834-1312
Internships	Placement Office	Mandeville	834-1427
Jobs, off campus	Placement Office	Mandeville	834-1427
Jobs, on campus	Financial Aid Office	Mandeville	834-1265
Legal Advice	Rm 113, Business Bldg.	Business School	834-1243
Library	WGC Campus Library	Library	834-1370
Locate students	Student Services	Mandeville	834-1312
Lost and Found	Public Safety	Aycock	834-1260
Meal Tickets	Campus Bookstore	Student Center	834-1256
Medical Services	Health Services	Health Center	834-1338
Organizations	Student Activities Office	Student Center	834-1364
Parking			
Permits	Public Safety	Aycock	834-1260
Payment of Fines	Public Safety	Aycock	834-1260
Appeals of Fines.	Public Safety	Aycock	834-1260
Placement Service	Placement Office	Mandeville	834-1427
Post Office	Campus Post Office	Student Center	834-1320
Police, Campus	Public Safety	Aycock	834-1260
Radio Station	WWGC FM	Geography	834-1355
Reading & Study Skills	Developmental Studies	Mandeville	834-1472
	Student Development	Mandeville	834-1416
Readmission	Registrar's Office	Mandeville	834-1414
Refrigerator Rentals	Campus Bookstore	Student Center	834-1256
Registration	Registrar's Office	Mandeville	834-1414
Residence Halls	Residence Life Office	Mandeville	834-1200
Residency Classification	Registrar's Office	Mandeville	834-1414
Scheduling Campus Activity	Information & Visitors Center	Bonner House	834-1392
Scholarships	Financial Aid Office	Mandeville	834-1265
Social Security Benefits	Registrar's Office	Mandeville	834-1414
Sororities	Student Activities Office	Student Center	834-1364
Student Government	Student Government Office	Student Center	834-1364
Student Handbook	Student Services Office	Mandeville	834-1312
Summer School	Registrar's Office	Mandeville	834-1414
Transcripts	Registrar's Office	Mandeville	834-1414
Transfer Credit Evaluation	Registrar's Office	Mandeville	834-1414
Transfer Students	Admissions Office	Mandeville	834-1290
Transient Permission	School Dean	Respective Office	
Tutoring	Student Development	Mandeville	834-1416
Veterans Benefits	Registrar's Office	Mandeville	834-1414
Visitor Parking Pass	Public Safety	Aycock	834-1260
Withdrawal			
From course	Professor & Departmental Office		
From college	Registrar's Office	Mandeville	834-1414
Work/Study Program	Financial Aid Office	Mandeville	834-1265

**If dialing from a campus phone, dial only the last three digits.*

ACADEMIC DEPARTMENTS

Department	Chairperson	Building & Room No.	Telephone*
Accounting & Finance	Dr. Paul Baker	Business, 007	834-1244
Administrative Systems and Business Education	Dr. Don Crawford	Business, 142	834-1348
Art	Mr. Bruce Bobick	Humanities, 321	834-1235
Biology	Dr. Edward Gilbert	Biology/Chemistry, Main off.	834-1314
Chemistry	Dr. Lucille Garmon	Biology/Chemistry, 106	834-1310
Counseling & Educational Psy.	Dr. Arthur L. Sanders	Education, 208-A	834-1335
Developmental Studies	Mr. Charles Wilson	Mandeville, 222	834-1472
Early Childhood Education	Dr. Harry Morgan	Education, 204	834-1303
Economics	Dr. David H. Hovey (Acting)	Business, 157	834-1246
Educational Leadership	Dr. Gerard F. Lentini	Education, 204-205	834-1300
English	Dr. James Mathews	Humanities, 139	834-1220
Fine Arts	Dr. Robert Coe	Humanities, 105	834-1224
Foreign Languages	Dr. Douglas R. Hilt	Humanities, 154	834-1230
Geography	Dr. Jim O'Malley	Geography, Main Office	834-1353
Geology	Dr. Sumner Long	Callaway, 101	834-1250
History	Dr. Stephen Hanser	Social Science, 217	834-1345
Marketing & Management	Dr. Frank Hunsicker	Business, 111	834-1243
Mathematics & Computer Science	Dr. Chatty R. Pittman	Math/Physics, 310	834-1380
Media	Dr. Gerard F. Lentini	Education, 129	834-1300
Middle Grades Education/ Reading	Dr. George McNinch	Education, 204-205	834-1303
Nursing	Ms. Jeanette Bernhardt	Biology/Chemistry, 220	834-1407
Philosophy	Dr. David Higgins	Humanities, 144	834-1230
Physical Education & Recreation	Dr. Thomas Leaming	Health/Physical Education, 201	834-1232
Physics	Dr. Jacobus A. Peterson	Math/Physics, 208	834-1375
Political Science	Dr. Donald Wells	Social Science, 140	834-1342
Psychology	Dr. Myron Arons	Social Science, 317	834-1423
Secondary Education	Dr. Edna Edwards	Education, 200	834-1327
Sociology/Anthropology	Dr. William T. Simons	Social Science, 117	834-1350
Special Education	Dr. William Moeny	Education, 327	834-1332

**If dialing from a campus phone, dial only the last three digits.*

DEPARTMENTS AND OFFICES

Department	Location	Telephone*
Academic Affairs	Sanford Hall	834-1393
Admissions	Mandeville Hall	834-1290
Alumni Affairs	Alumni House	834-1263
Arts and Sciences School	Melson Hall	834-1396
Athletic Trainer	Health-Physical Education Building	834-1232
Bookstore	Student Center	834-1256
Business School	Business School Building	834-1246
Business Office	Melson Hall	834-1400
Central Duplicating	Auditorium, Basement	834-1430
Food Services	Food Service Building, Z-6	832-1496**
Computer Center	Math-Physics	834-1383
Continuing Education	Adamson Hall	834-1360
Cooperative Education	Mandeville Hall	834-1463
Counseling (Student Development)	Mandeville Hall	834-1416
College Program Board	Student Center	834-1364
Day Care Center	Aycock Hall	834-1459
Developmental Studies	Mandeville Hall	834-1472
Education School	Education Center	834-1268
Evening Studies	Adamson Hall	834-1461
Financial Aid	Mandeville Hall	834-1265
Graduate School	Mandeville Hall	834-1386
Health Services	Health Center	834-1338
Intercollegiate Athletics	Health-Physical Education Bldg.	834-1357
Intramural Athletics	Student Center	834-1365
Job Location and Development	Mandeville Hall	834-1421
Library	Irvin S. Ingram Library	834-1370
Payroll Office	Melson Hall	834-1398
Placement	Mandeville Hall	834-1427
Post Office	Student Center	834-1320
President	Sanford Hall	834-1388
Public Relations	Auditorium	834-1390
Public Safety	Aycock Hall	834-1260
Registrar	Mandeville Hall	834-1414
Residence Life	Mandeville Hall	834-1200
Student Activities	Student Center	834-1364
Student Development Center	Mandeville Hall	834-1416
Student Employment Referral Service	Mandeville Hall	834-1427
Student Locator Service	Mandeville Hall	834-1312
Student Government	Student Center	834-1364
Student Services, Vice President	Mandeville Hall	834-1292
Testing	Mandeville Hall	834-1472
Vice President, Academic	Sanford Hall	834-1393
West Georgian	Student Center	834-1364
WWGC Radio Station	Geography & Learning Resources	834-1355
Visitors Center	Bonner House	834-1392

**If dialing from a campus phone, dial only the last three digits.*
***Not campus extensions.*

RESIDENCE HALL PAY STATIONS

AYCOCK HALL

2nd floor		832-9111
3rd floor		832-9120

BOWDON HALL

Resident Manager		834-1445
1-A	(101-116)	832-9121
1-B	(117-133)	832-9234
1-C	(134-150)	832-9154
2-A	(201-216)	832-9199
2-B	(217-233)	832-9218
2-C	(234-250)	832-9150
3-A	(301-316)	832-9233
3-B	(317-333)	832-9143
3-C	(334-350)	832-9135

BOYKIN HALL

Head Resident		834-1432
Alpha Gamma Delta		
1-A	(101-117)	832-9267
Kappa Delta		
1-C	(131-147)	832-9277
Chi Omega		
2-A	(201-217)	832-9251
Phi Mu		
2-C	(231-247)	832-9268
Alpha Kappa Alpha		
3-A	(301-317)	832-9246
Tri Delta		
3-C	(331-347)	832-9258

COBB HALL

Head Resident		834-1426
1-East	(101-122)	832-9280
1-West	(136-150)	832-9288
2-East	(202-225)	832-9320
2-West	(226-248)	832-9314

DOWNS HALL

Resident Manager		834-1443
Main Lobby		834-9186
1-B	(101-118)	834-9180
1-C	(121-136)	834-9183
1-D	(141-156)	834-9184
2-B	(201-218)	834-9176
2-C	(221-236)	834-9179
2-D	(214-256)	834-9185
3-B	(301-318)	834-9177
3-C	(321-336)	834-9182
3-D	(341-356)	834-9181

GUNN HALL

Head Resident		834-1457
1-A	(101-117)	834-9191
1-C	(131-147)	834-9190
2-A	(201-217)	834-9187
2-C	(231-247)	834-9189
3-A	(301-317)	834-9334
3-C	(331-347)	834-9188

PRITCHARD HALL

Resident Manager		834-1441
1-N	(101-112)	832-9156
1-W	(121-135)	832-9114
1-S	(141-155)	832-9164
2-N	(201-216)	832-9115
2-W	(221-235)	832-9123
2-S	(241-255)	832-9165
3-N	(301-316)	832-9154
3-W	(321-335)	832-9163
3-S	(341-355)	832-9140

ROBERTS HALL

Resident Manager		834-1447
0-B	(001-012)	832-9504
0-C	(013-020)	832-9337
1-B	(101-125)	832-9501
1-C	(126-150)	832-9383
2-A	(201-225)	832-9507
2-B	(226-247)	832-9502
2-C	(248-272)	832-9399
3-A	(301-325)	832-9384
3-B	(326-350)	832-9505

ROW HALL

Head Resident		834-1446
1-E	(130-145)	832-9523
2-E	(202-219)	832-9514
3-E	(302-319)	832-9520
1-W	(107-121)	832-9519
2-W	(220-238)	832-9509
3-W	(331-338)	832-9516

STROZIER HALL

Head Resident		834-1444
1-N	(104-121)	832-9560
1-S	(124-135)	832-9556
1 Annex	(136-157)	832-9586
2-N	(203-220)	832-9555
2-S	(222-240)	832-9524
2 Annex	(241-263)	832-9571
3 Annex	(301-323)	832-9565

TYUS HALL

Head Resident		834-1442
Lobby		834-9166
3rd		832-9127
4th		834-9208
5th		834-9207

WATSON HALL

Resident Manager		834-1466
1-A	(101-120)	834-9234
1-B	(121-132)	834-9233
1-C	(133-149)	834-9229
2-A	(201-221)	834-9235
2-B	(222-234)	834-9230
2-C	(236-252)	834-9232
3-A	(301-321)	834-9228
3-B	(322-334)	834-9227
3-C	(335-352)	834-9231
Basement by Rec. Room		832-9590

(If dialing head residents or resident managers from a campus phone, dial the last three digits only.)

APPENDIX A
STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state, and nation, and to respect the standards of their fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college. Students should realize that they may be held accountable through the college discipline system for their behavior, whether on or off campus, when an offense is directed at the college or a member of the college community and is a violation of the Student Conduct Code.

Student Conduct Code

I. Relation of College Code to Local, State, and Federal Laws

Students are subject to the rules and regulations of the college and to local, state, and federal laws. Violations of the law are prohibited and may be referred to the discipline system.

II. Academic Irregularity

1. No student shall give or receive, or otherwise furnish or procure, assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.

2. No student shall take, attempt to take, steal, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or degree requirement, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored data.

3. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

III. Alcoholic Beverages

The misuse of alcoholic beverages is strongly discouraged. The drinking, possession, or transportation of alcoholic beverages by any student under legal age is strictly prohibited.

Consumption of alcoholic beverages on the campus is prohibited except in rooms occupied by students in residence halls and when authorized at social functions in residence halls, in the area adjacent to the Student Center known as "Love Valley," in the Food Service Building, at the Alumni House, and in the Pavilion.

1. Alcoholic beverages which are being transported to or from private living quarters must be in a bag or a covering container.

2. Consumption or display of alcoholic beverages is prohibited in residence hall public areas such as hallways, lobbies, recreation rooms, lounges, or restrooms.

3. No student shall be in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.

See also the Alcoholic Beverage Policy on p. 23 of this handbook.

IV. Drugs

The possession or use (without valid prescription), manufacture, furnishing, or sale of any drug controlled by federal or Georgia law is prohibited.

V. Smoking

Smoking is not permitted at any time in classrooms, laboratories, or in other posted areas.

VI. Misuse of Property

Damage to, destruction, removal or other misuse of property belonging to the college, a member of the college community, or a visitor to the campus is prohibited.

VII. Disorderly Assembly

1. No student shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the college or with authorized events held on campus.

2. Outdoor meetings on campus grounds, cleared at least 48 hours in advance through the office of the Vice President for Student Services, may be conducted in areas which are generally available to students provided such meetings are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with classes,

scheduled meetings, and ceremonies, or with other events and processes of the college.

3. The abuse or unauthorized use of sound amplification equipment is prohibited. Use of sound amplification equipment must be approved by the Office of Student Activities.

See Appendix C, "Statement on Disruptive Behavior," for further clarification of the college's position on disorderly assembly.

VIII. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized college organization is prohibited.

2. No student shall push, strike, physically assault, otherwise harass, or threaten to do the same to any member of the faculty, administration, staff, or student body or to any visitor to the campus.

3. No student shall enter or attempt to enter any event sponsored or supervised by the college or by any college organization without credentials for admission, e.g., ticket, identification card, invitation, or any reasonable qualifications established for attendance.

4. No student shall interfere with, give false name to, or fail to cooperate with any properly identified college faculty, administration, or staff personnel while these persons are in the performance of their duties.

See Appendix C, "Statement on Disruptive Behavior," for further clarification of the college's position on disorderly conduct.

IX. Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by the college. No student shall furnish false information to the college.

X. Explosives

No student shall possess, furnish, sell or use explosives of any kind, including fireworks, on college property or at functions sponsored or supervised by the college or any recognized college organization.

XI. Fire Safety

1. No student shall tamper with fire safety equipment.

2. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.

3. No student shall set or cause to be set any unauthorized fire in or on college property.

4. No student shall set off a false fire alarm.

XII. Weapons

Students are prohibited from possession of firearms on college property or at functions sponsored or supervised by the college or any recognized college organization.

XIII. Hazing

All rites and ceremonies of induction, initiation, or orientation into college life or into the life of any college groups which tend to occasion or allow physical or mental suffering are prohibited. See Appendix B for a more complete definition of hazing.

XIV. Joint Responsibility for Infractions

Students who act with others to violate college regulations have individual and joint responsibility for such violation and such concerted acts are prohibited.

XV. Littering

The disposing of any form of litter on the campus other than in designated receptacles is prohibited.

XVI. Student Identification Cards

1. Lending, selling or otherwise transferring a student identification card or meal ticket is prohibited.

2. The use of a student identification card or meal ticket by anyone other than its original holder is prohibited.

3. Students are required to present their identification cards when requested by any authority charged with the conduct of student affairs or by a Public Safety officer.

XVII. Animals

Animals, except for those needed to assist handicapped persons, are prohibited from all buildings on campus unless required for research or class experiments.

XVIII. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

XIX. Local Addresses

Students are required to maintain their current local addresses with the Registrar.

XX. Theft

1. Students shall not sell textbooks not their own without written permission of the owners.

2. Students shall not take, attempt to take, or keep in their possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

XXI. Unauthorized Use of College Facilities

1. No student shall make unauthorized entry into any college building, office, or other facility; nor shall any person remain without authorization in any college facility after normal closing hours.

2. No student shall make unauthorized use of any college facility or service.

3. Unauthorized possession or use of college

keys is prohibited.

4. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.

XXII. Gambling

Gambling is prohibited.

XXIII. Repeated Violations

Repeated violations of published rules and regulations of the college, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, will result in the severest penalities applicable.

XXIV. Misuse of College Name

Use of the college's name for soliciting funds or for some other activity without prior approval of proper college authorities, or any misuse of the college's name, is prohibited.

XXV. Solicitation

The following forms of solicitation, when approved by the appropriate administrative office, are permitted:

1. Fundraising activities by organizations related to the college.
2. Distribution of information in public areas.

All other solicitation is prohibited.

XXVI. Violations of Campus Motor Vehicle Regulations are Prohibited.

(see "Traffic Code")

XXVII. Violations of College Housing Regulations are Prohibited.

(see "Residence Hall Handbook")

XXVIII. Changing Student Conduct Code

Changes in the Student Conduct Code shall be approved by the Faculty Senate and the President of the college.

DISCIPLINARY PROCEDURES

When a student is charged with violation of conduct regulations, disposition of the student's case shall be afforded according to college due process requirements and in keeping with the procedures outlined below:

1. All complaints of alleged violation by students shall be made in writing to the Office of Student Services. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

2. Students shall be notified in writing that they are accused of violations and asked to come in for a conference to be apprised of the complaint, the nature of the evidence against them, and the names of witnesses. During the conference, students shall be advised that their cases have been referred to the discipline system and they shall be asked to plead innocent or guilty of the charges. Students shall be advised of the following options and asked to indicate their preference:

a. A hearing before the Student Judiciary Commission.*

b. A hearing before a college official.

c. Waiver of a hearing.

3. Students are expected to notify their parents or guardians of the charges. Parents or guardians may request a conference with college officials. College officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the student's parents or guardian of the disciplinary case.

4. Decisions reached by the Student Judiciary Commission shall be communicated in writing to the Vice President for Student Services as a recommendation. The commission will specify the action requested and the rationale.

5. Students shall be notified in writing of final decisions and of their right to appeal. In cases of appeal, sanctions shall be suspended pending the final outcome on campus, except as specified in Item #8 under "Rights of Student Defendants."

*If at any time the Student Judiciary Commission is unavailable for a timely hearing, another panel may be convened by the Vice President for Student Services for the purpose of hearing discipline cases.

RIGHTS OF STUDENT DEFENDANTS

Rights of students related to disciplinary procedures include the following:

1. The right to written and adequate notification of the hearing.

2. The right to written notification of the specific alleged violation.

3. The right to be present at the hearing without academic action resulting from class absence.

4. The right to have an advisor present.

5. The right to produce evidence, call and cross-examine witnesses, raise questions as to the procedure, or remain silent.

6. The right of access to a tape-recording or written summary of the proceedings which will be made available at the student's request.

7. The right to appeal disciplinary decisions.

8. The right to attend classes and to have access to college facilities until the hearing process is completed on campus. Exceptions are made when the student's presence may constitute a danger to self, others, or property, or may interfere with the normal operations of the college. In such cases, the Office of Vice President for Student Services may impose temporary protective measures, including suspension, pending a hearing at the earliest possible time.

DISCIPLINARY MEASURES

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Conduct Code. This list may be enlarged or modified to meet particular circumstances in any given case.

1. Disciplinary warning—an oral or written statement of disapproval to the student.
2. Disciplinary probation—notice to the student that any further violations of college rules or regulations likely will result in suspension. Disciplinary probation may also include the setting of restrictions on participation in college activities or entry into certain college facilities.
3. Disciplinary suspension—severance of the student's relationship with the college for a specific period of time.
4. Expulsion—permanent severance of the student's relationship with the college.
5. Restitution—reimbursement for damage to or misappropriation of property.
6. Service to the college.
7. Forced withdrawal—from the academic course within which an offense occurred without credit for the course.
8. Change in grade by the instructor for the course in which an academic irregularity occurred.
9. Cancellation of a residence hall contract.

APPEALS

Within three days after a finding is rendered, a student may appeal a decision to the President, who may appoint a representative to hear the appeal. Appeals should be based on one or more of the following allegations: (1) that the procedures established for handling judicial matters were not followed at a lower level; (2) that the procedures used were so lacking in fairness to the student as to prejudice the opportunity for a fair hearing; (3) that the act for which the student is being subjected to disciplinary proceedings is not prohibited under the rules and regulations of West Georgia College; (4) that the sanction applied at a lower level is wholly out of proportion to the seriousness of the act, or represents bias and prejudice toward the student.

On appeal, the President or the President's designated representative may decline to review a disciplinary decision, may affirm, nullify, or reduce the sanction issued, may restore the original sanction, or may return the case to whatever level of adjudication considered appropriate. The President may also review, on his/her own initiative, any disciplinary decision. The President may affirm, nullify, or reduce the sanction issued, may restore the original sanction, or may return the case to whatever level of adjudication the President feels is appropriate.

Should the aggrieved student be dissatisfied with a decision of the President's representative, the student shall have the right to appeal within three days to the President and beyond the President to the Board of Regents. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision.

APPENDIX B
COLLEGE HAZING POLICY

All rites, ceremonies or practices of initiation or orientation into college life, or into the life or membership or any college group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at West Georgia College.

Any rites of induction, practices, ceremonies, or behaviors which tend to occasion, require or allow mental or physical suffering are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of West Georgia College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new or trial members will be considered covert coercion even if the activity is said to be "Voluntary."

Several specific actions or practices that are considered to be hazing are:

(1) Paddling in any form

(2) Physical and psychological shocks

(3) Performances producing excessive fatigue, physical exhaustion, or physical injury

(4) Performances that are hazardous or

dangerous in any way

(5) Tasks of personal servitude

(6) Physical disfigurements (temporary or permanent)

(7) Wearing or displaying of improper apparel or other articles in public

(8) Nudity in public

(9) Any morally degrading or humiliating games or other activities

(10) Any late work sessions or meeting which interfere with scholastic activities or requirements

(11) Loud noises or other activities which disturb the neighborhood

(12) Activities or actions that require or include theft

(13) Any action which brings the reputation of the group or organization into public disfavor or disrepute.

IMPLEMENTATION

Each and every organization has the responsibility for informing its membership, both old and new, of any important college policies including those on hazing. All West Georgia College organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Student Activities Office staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations to be held responsible in the event these policies are violated. Violations may result in college disciplinary action and/or legal action through the courts. College disciplinary action may include the withdrawal of college recognition from offending organizations through a due process hearing.

NOTE: These policies apply to "Little Sis" groups, interest groups, pledges, associate member classes, and generally any activity associated with any student organization recognized by the college.

Each organization must file with the Student Activities Office by October 15 of each year a signed copy of the College Hazing Policy. If a copy is not filed by October 15, college disciplinary action may be taken.

APPENDIX C
STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System of Georgia. The rights, responsibilities and prohibitions contained in this Statement are incorporated as a part of the regulations of West Georgia College.

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, decision, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in an way infringe upon the board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divert itself of this responsibilty.

Of equal, or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is

found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irrresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstuctive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

APPENDIX D
PROCEDURES IN APPEALS ON GRADES

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. A grade originally assigned may be changed only with the consent of the faculty member responsible for the grade, unless the change is made for process reasons only.

A student who feels that the grade he/she received in the class is arbitrary or unfair is entitled to a hearing before an impartial committee of the faculty. However, before appealing to the Committee, the student should exhaust all administrative remedies through the department chairmen and appropriate deans. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall govern such hearings:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. The Subcommittee shall be composed of those faculty members who constitute its regular membership. No member of the Committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. Both the student and faculty member shall be present during the hearings (except when the committee deliberates for its decision). Each shall be given opportunity to present his/her case and to refute the case presented by the other.
3. The burden of proof of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
5. Upon finding for the student, the Committee will in each instance attempt to counsel the faculty member to voluntarily redress the grievance. In the event such counseling is ineffective, the committee may recommend disciplinary action against the faculty member to be taken by the appropriate administative official.

APPENDIX E
PROCEDURES FOR APPEALS ON UNDERGRADUATE ADMISSION OR READMISSION

The admissions policy of West Georgia College is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the college. A student is considered for admission without regard to race, creed, sex, or national origin. Admission requirements are those stated in the most current issue of the West Georgia College Bulletin.

Whenever an applicant for admission or readmission to the undergraduate school shall be denied admission or shall feel that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure: (Decisions on readmission are made by the Vice President and Dean of Faculties, who has the same responsibilities in readmisson cases as does the Director of Admissions in new admissions cases.)

1. The applicant shall submit his/her appeal in writing to the Director of Admissons (Vice President). The applicant shall explain the reasons for his/her appeal and enumerate all factors, both personal and academic, which he/she considers to be relevant to the appeal. The Director of Admissions (Vice President) may:
   a. reopen consideration of the individual's application on the basis of the additional factors presented by the applicant; or
   b. refer the appeal to the Subcommittee on Academic Appeals of the Senate Committee on Academic Policies and Procedures, for recommendation regarding the case to the Director of Admissions (Vice President).
   The procedure in this instance is as follows:
   (1) The applicant shall be advised of his/her right to appear in person before the Committee;
   (2) The applicant appearing before the Committee shall have the right to be assisted by an advisor of his/her choice;
   (3) The Committee will review all facts and circumstances connected with the case. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
2. Should the applicant be dissatisfied with the Director of Admissions' (Vice President's) decision regarding his/her appeal, he/she shall have the right to further appeal as specified in Section J-2, Appeals, of the Bylaws of the Board of Regents of the University System of Georgia. The procedure in this instance is as follows:
   a. Within five days of the decision by the Director of Admissions (Vice President), the applicant shall appeal in writing to the President of the College, but in the case of new admissions the appeal shall be made first to the Vice President for Student Services.
   b. In making his decision, the President shall refer to the appeals decision of the Subcommittee on Academic Appeals.
   c. After consideration of the Committee's report, the President shall within five days make a decision which shall be final so far as the college is concerned.
   d. Should the applicant be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents. Such an appeal shall be submitted to the Executive Secretary of the Board within ten days after the President's decision and shall recite all reasons for dissatisfaction with the previous decision. The Board or a committee of the Board shall investigate the matter thoroughly and make its decision which shall be final and binding for all purposes.

APPENDIX F
ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

In order to receive financial aid at West Georgia College, students must meet the standards specified here for acceptable academic performance and for satisfactory progress toward the completion of their programs of study. The standards are established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under any of the federally funded Title IV programs, including Pell Grant, National Direct Student Loan, Supplemental Educational Opportunities Grant, College Work-Study, Guaranteed Student Loan, Parent Plus Loan, and Georgia Incentive Grant programs.

A. *Satisfactory Academic Standing*—Policies governing the academic standing of students are defined in the *West Georgia College Undergraduate Catalog.* Students must meet the standards listed below in order to remain eligible to receive financial aid.
   1. Students in good standing may receive aid.
   2. Students who are placed on academic probation remain eligible to receive aid in the initial quarter of probationary enrollment but lose eligibility for aid in the next quarter if they fail to earn a (2.0) or better GPA in at least 10 hours of work in the initial quarter of probation.
   3. As long as students on academic probation continue to make satisfactory progress by earning a 2.0 GPA or better in at least 10 hours each quarter, they may continue to receive aid.
   4. Students who have lost their eligibility to receive aid under this provision for satisfactory academic standing may reestablish their eligibility for future awards only upon regaining the academic status of good standing.
   5. Under adverse, unusual circumstancs beyond the student's control, exceptions to policies governing the academic standing of students may be made in order not to penalize students unfairly.
   6. Students are reminded that the 10 hour minimum referred to here does not alter the normal requirements that they be enrolled in a specified number of hours in order to be eligible to receive designated funds. Normally, students must take a full course load of 12 or more hours to be eligible for full financial aid benefits.

B. *Developmental Studies*—The college offers a Developmental Studies Program through which selected students are placed in from one to three developmental courses at the time of admission. Some students are required to enroll in Developmental Studies courses after their initial enrollment. Academic standards for the Developmental Studies Program are printed in the *WGC Undergraduate Catalog.*
   1. Developmental Studies students may receive financial aid for up to three quarters in the Developmental Studies Program provided they meet the institution's requirements for making satisfactory progress in the program. Those who do not make satisfactory progress are dismissed.
   2. If, because of exceptional or extenuating circumstances and according to program guidelines, students are given one additional quarter to complete their Developmental Studies requirements, they may continue to receive aid this one additional quarter but will lose eligibility for aid in future quarters unless all program requirements have been met.
   3. Students who meet all Developmental Studies Program requirements are eligible for financial aid in their next quarter of enrollment provided they meet the criteria given in the above section entitled "Satisfactory Academic Standing" as well as other applicable standards.

C. *Progress toward Program Completion*—Students receiving financial aid are expected to make satisfactory progress toward the completion of their program of study, and annually, before new awards are issued, their records are reviewed to assure that they meet the following provisions.
   1. Students must earn passing grades in at least 60% of all hours for which they register and receive financial aid during the year in order to remain eligible for aid during the next award period. Grades of *A, B, C, D, CP,* and *S* are considered passing; grades of *F, WF, I, U,* and *W* are considered unsatisfactory and are not passing for purposes of this review.
   2. Students who have lost eligibility for aid under this provision may re-establish their eligibility for future awards by passing at least 15 hours with a GPA of *C* (2.0) or better in one quarter.
   3. If students are forced to withdraw from courses or otherwise cannot satisfactorily complete a portion of their coursework because of extraordinary

circumstances beyond their control, these factors may be considered mitigating circumstances in determining the student's continuing eligibility to receive aid. It is the student's responsibility to provide the Director of Financial Aid with a written explanation of such circumstances at the time of the occurrence or shortly thereafter.

4. The Director of Finanical Aid may at any time cancel the remainder of a student's award if he becomes aware that the student is not actively pursuing his coursework, is habitually withdrawing from a majority of classes before midterm, or is reported by professors for flagrant non-attendance of classes. Such students may re-establish eligibility to receive aid in future quarters by passing at least 15 hours with a GPA of *C* (2.0) or better in one quarter.

D. *Time Limit on Program Completion*—Students are expected to complete their programs of study within a reasonable period of time, and they may not receive financial aid after attempting the maximum number of hours indicated for their degree program. These limits, listed below, are exclusive of any required Developmental Studies courses and any prerequisite credit courses required by the student's academic department. Affected students will lose their eligiblity for aid following the quarter in which they reach or exceed the maximum number of hours allowed.

Degree Program	Number of Attempted Hours After Which No Aid is Allowed
90-hour Associate Degree	115
101-hour Associate Degree (Nursing)	130
196-hour Bachelor's Degree	245
45-50 hour Master's Degree	60
60-61 hour Master's Degree	75
45-hour Specialist Degree	60

E. *Appeals*—Once the institution has determined that students are not meeting minimum academic standards or not making satisfactory progress according to its established guidelines, it cannot waive the requirement and disburse Title IV funds to the affected students.

1. Students who feel that they have been treated unfairly or that the college's policies have not been administered properly may, however, after attempting to settle their grievances with the Director of Financial Aid, appeal their cases in writing to the Vice President for Student Services or his designee.
2. In all instances students are assured the rights of due process in the handling of their appeals.
3. The Vice President or his designee may consider the case and render a decision or he may refer it to the standing Faculty Senate Committee on Student Services or to a subcommittee of that group for a recommended outcome in the case.
4. Should a student be dissatisfied with the decision received from the Vice President for Student Services, the student may, within 10 days of the Vice President's notification, appeal this decision in writing to the President of the College, who has final authority in all matters relating to the administration of the college. Policies of the Board of Regents of the University System of Georgia govern all matters of appeal from this point forward.

APPENDIX G

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records. In accordance with the Act, students at West Georgia College have the following rights:

1. The right to inspect and review their own education records covered by the Act
2. The right to challenge (seek correction of) the contents of these records
3. The right to a formal hearing, if necessary, for a fair consideration of such a challenge
4. The right to place an explanatory note in their record in the event that a challenge of contents is unsuccessful
5. The right to control, with certain exceptions, the disclosure of the contents of their records
6. The right to be informed of the existence and availability of the institutional policy covering FERPA rights
7. The right to report violations of FERPA legislation to the U.S. Department of Education.

Types of Educational Records

West Georgia College maintains the following "education records" as defined by the Act.

Record	Person to Contact
1. Admission record or Student File	Registrar (The Director of Admissions or the Dean of the Graduate School may interpret items pertaining to admission in the Student File)
2. Permanent academic record (transcript)	Registrar
3. Academic Advisement record	Faculty Advisor
4. Admission to Teacher Education record	Dean of the School of Education
5. Student Teaching	Director of Field Experiences
6. Academic or administrative department record	Appropriate department chairperson or administrator
7. Discipline record	Associate Dean of Student Services
8. Financial Aid record	Director of Financial Aid
9. Placement record	Director of Placement and Cooperative Education
10. Personal counseling record	Assistant Dean of Student Services for Student Development
11. Medical record	Director of Health Services
12. Financial record	Director of Fiscal Affairs

Procedures for Inspection and Review

A student who wishes to inspect and review his/her education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official will respond within 45 days of the request by sending the student a copy of the requested record or arranging an appointment for the student to review the requested record.

Copies of education records, with certain exceptions, may be obtained by the student at the cost of $.10 per page. Copies of a student's permanent academic record (transcript) will be provided at the cost of $1.00. The college reserves the right to deny a copy of an education record for which a financial "hold" exists or a transcript of an original source document which exists elsewhere.

Records Not Available to Students

West Georgia College will not permit access to the following types of information:

1. Financial information submitted by parents
2. Confidential letters of recommendation submitted prior to January 1, 1975
3. Confidential letters and recommendations to which a student has waived the right of inspection
4. Any part of a record pertaining to another student
5. Information specifically excluded under the Act's definition of "education records:" records maintained by a college employee only for that person's own use, student employee records, alumni records, student health and counseling records (may be personally reviewed by a physician or other appropriate professional of the student's choosing), records maintained by the Department of Public Safety for law enforcement purposes.

Release of Information

West Georgia College will not permit access to or release of any personally identifiable information without the written consent of the student except in the following circumstances:

1. A student's education records may be released without consent to officials within the college with "legitimate educational interest."

School officials are those college employees with general or specific responsibility for promoting the educational objectives of the institution and include, but are not limited to, teachers, faculty advisors, counselors, administrators, sponsors of clubs and organizations, members (including students and alumni) of official college committees, and clerical personnel employed to assist college officials in discharging professional responsibilities.

Legitimate educational interests are defined as those interests which are essential to the general process of higher education. Legitimate educational interests include, but are not limited to, teaching, research, public service, academic advising, counseling, discipline, job placement, financial assistance, and medical services. In addition, the college officially recognizes appropriate co-curricular activities which are generally supportive of the overall goals of the institution, including such activities as varsity and intramural sports, social fraternities and sororities, special interest clubs, and student government.

2. College officials may provide "directory information" concerning an individual student. This information includes name, address, telephone number; date and place of birth; height and weight of members of athletic teams; major classification; participation in athletics and student activites; dates of attendance; degrees, awards and honors; and the most recent institution attended. Directory information is generally available for release unless a student specifically requests in writing that this information not be released.This request must be submitted in writing to the Registrar's Office by October 1 annually.

3. The institution may also release personally identifiable information contained in a student's record to the following: officials of other institutions in which a student seeks to enroll; government officials seeking information in connection with audit and evaluation of federal and state supported education pro-

grams; persons and organizations providing student financial aid; persons or organizations conducting research for the development of tests, administration of financial aid, or the improvement of instruction; accrediting agencies; parents of dependent students as defined by Internal Revenue Code of 1954, Section 152; persons in an emergency in order to protect the health and safety of the student or of others; persons in compliance with a judicial order or subpoena.

In order to gain access to their dependent student's records, parents must execute a notarized affidavit, obtained from the Registrar, and may be required to furnish certified copies of their latest income tax return(s). The Registrar or other responsible college official will in each case make a reasonable attempt to notify the student of the disclosure.

In the processing of discipline cases college officials may feel they should contact the parents or guardian of a student accused of Conduct Code violations. In such cases, or when a student has been arrested, college officials will assume, unless they are notified to the contrary, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the parents or guardian of the disciplinary action or the arrest.

The college offices maintaining education records shall keep a record of all parties requesting or obtaining access to a student's record (except in case of requests by student for access to his/her own record, by school officials, by parties with specific written consent of the student, or by parties requesting directory information).

Procedures for Challenging the Contents of an Education Record

A student may challenge the contents of an education record which he/she considers to be inaccurate or misleading. A student shall initiate a challenge by submitting a written request to the custodian of the particular record in question who shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this procedure, the student may request a formal hearing by writing to the Chairperson of the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures in care of the Vice-President for Academic Affairs. A student requesting a hearing will be notified in writing of the date, place and time of his/her hearing. At the hearing the student may present evidence in support of his/her request and may be assisted by an advisor. Decisions of the hearing panel are final. If the decision of the hearing board is unsatisfactory to the student, he/she may place in the education records his/her own statement commenting on the information contained in the record and setting forth any reason for disagreeing with the decision of the hearing panel.

A student may waive any of his/her FERPA rights including the release of his/her education records by providing written consent. Such consent must be signed and dated by the student and specify the exact purpose of the waiver or release.

Copies of this policy are available in the Offices of the Registrar and the Vice President for Student Services, and the policy is published annually in *The Uncatalog,* the student handbook. Students have the right to file a complaint with the Department of Education concerning alleged failure of the college to comply with the requirements of the Act.

APPENDIX H
PROCEDURES FOR APPEALS IN CASES OF ACADEMIC DISHONESTY

Traditionally educational institutions have established and maintained their academic environment by establishing high standards of scholarship and personal conduct for all members of the academic community. Corollary procedures are established to deal with those situations where these standards have been breached.* Our concern here is with cases involving alleged academic dishonesty (cheating, plagiarism, falsification of academic records).

It is assumed that most cases will be directly related to the classroom and an individual professor. It is further assumed that the professor will take appropriate corrective measures.** The purpose of the Subcommittee on Academic Appeals is to formally review student complaints about these corrective actions if no satisfaction is realized through normal administrative appeal procedures (department chairman, dean of school, Dean of Faculties).

In order to guarantee fairness and proper procedural safeguards for all concerned, the committee shall be guided by the following procedures when reviewing an appeals case:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. No member of the Committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
2. The Committee will hear the case only if the student has exhausted all administrative remedies through department chairmen, appropriate school dean, and Dean of Faculties.
3. The student shall be given written advanced notification of the time and the place of hearing.
4. The student appearing before the Committee shall have the right to be assisted by an advisor of his/her choice and shall have the burden of proof.
5. The student shall have the opportunity to testify and to present evidence and witnesses in his/her behalf. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the Committee consider statements against him/her unless he/she has been advised of their content and the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. All matters upon which the decision will be based must be introduced into evidence at the proceeding before the Committee. The decision shall be based solely upon such matters.
7. In the absence of a transcript, a tape recording of the hearing shall be made. The department or office originating the case shall provide tapes for the recording.
8. The decision and recommendation(s) of the committee will be submitted in writing to the Dean of Faculties.

**See the Student Conduct Code, "Article II. Academic Irregularity."*

***If preferred, the professor may refer the case in writing to the Office of the Vice President for Student Services for processing through the discipline system of the college, in which case a decision regarding the matter will be rendered through the discipline system, and the appeal procedures specified in the College's "Disciplinary Procedures" will apply.*

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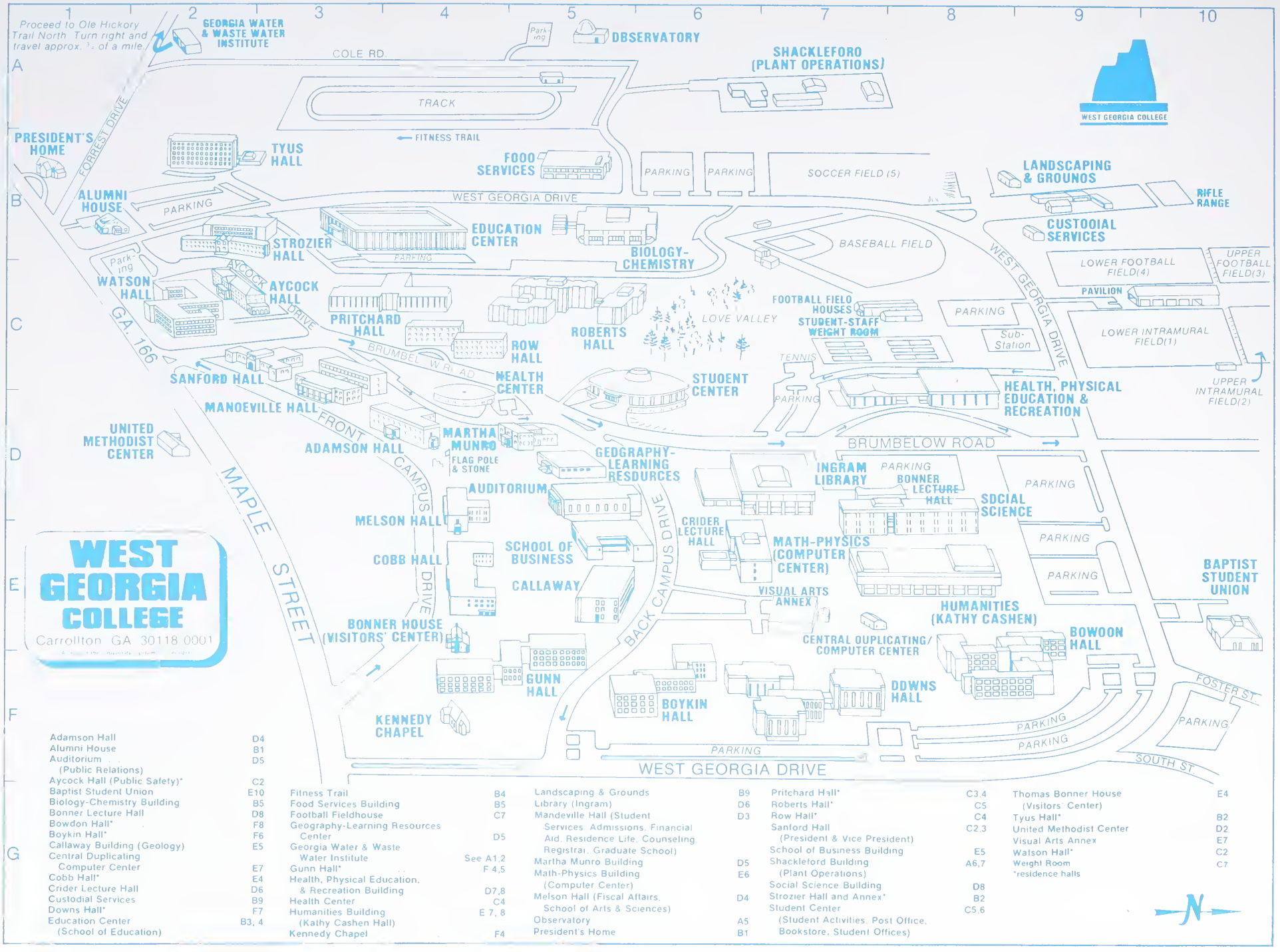

Adamson Hall	D4
Alumni House	B1
Auditorium (Public Relations)	D5
Aycock Hall (Public Safety)*	C2
Baptist Student Union	E10
Biology-Chemistry Building	B5
Bonner Lecture Hall	D8
Bowdon Hall*	F8
Boykin Hall*	F6
Callaway Building (Geology)	E5
Central Duplicating Computer Center	E7
Cobb Hall*	E4
Crider Lecture Hall	D6
Custodial Services	B9
Downs Hall*	F7
Education Center (School of Education)	B3, 4
Fitness Trail	B4
Food Services Building	B5
Football Fieldhouse	C7
Geography-Learning Resources Center	D5
Georgia Water & Waste Water Institute	See A1,2
Gunn Hall*	F 4,5
Health, Physical Education, & Recreation Building	D7,8
Health Center	C4
Humanities Building (Kathy Cashen Hall)	E 7, 8
Kennedy Chapel	F4
Landscaping & Grounds	B9
Library (Ingram)	D6
Mandeville Hall (Student Services, Admissions, Financial Aid, Residence Life, Counseling, Registrar, Graduate School)	D3
Martha Munro Building	D5
Math-Physics Building (Computer Center)	E6
Melson Hall (Fiscal Affairs, School of Arts & Sciences)	D4
Observatory	A5
President's Home	B1
Pritchard Hall*	C3,4
Roberts Hall*	C5
Row Hall*	C4
Sanford Hall (President & Vice President)	C2,3
School of Business Building	E5
Shackleford Building (Plant Operations)	A6,7
Social Science Building	D8
Strozier Hall and Annex*	B2
Student Center (Student Activities, Post Office, Bookstore, Student Offices)	C5,6
Thomas Bonner House (Visitors' Center)	E4
Tyus Hall*	B2
United Methodist Center	D2
Visual Arts Annex	E7
Watson Hall*	C2
Weight Room	C7

*residence halls